



I write to request recorded information held by Wigan Metropolitan Borough Council concerning the property at:-

8 Scarisbrick Street
Wigan
WN1 2BS

After being granted a Multiple Occupation (HMO) license in [2019] the property has been operated as a HMO since that date and I have evidence of that operation (tenancies, council tax payments identifying multiple occupants, invoices, inspection records in my possession). I now require the council's records to confirming that this license, permission, approval, exemption, register entry or other authorization was granted by the council historically which would amount to lawful authorization or "grandfather" rights for use of the property as an HMO since it has been 15 years since the HMO was granted, now amounting to grandfather rights.

Requested information (please provide copies of all responsive records):

1. The HMO license(s), temporary exemption notice(s), interim or final management order(s), or other license document issued by Wigan Council for the property at the above address (including historic licenses and any variations).

[Documents attached](#)

2. All entry on the council's public HMO register relating to the property (including the register entry and the date it was created).

[Dates of input/amendment on the HMO licence register are not recorded.](#)

3. Any planning permissions, certificates, or formal correspondences (including committee minutes, internal memos, file notes, emails, letters to/from officers) confirming the council's acceptance/approval that the property was to be used as an HMO or equivalent prior to or after introduction of mandatory licensing.

[All planning application records that the Council is able to disclose for this property are publicly available on the Council's Planning Public Access system, which can be accessed through the Council's website, at the following address:](#)

[Search and comment on planning applications](#)

[This includes the Lawful Development Certificate application A/25/099936/LUCE, which sought to establish the lawfulness of the use of the property as a seven-bed HMO. The Council refused the certificate on 22 December 2025 because insufficient evidence had been provided to demonstrate that the use had operated continuously for more than ten years.](#)

In summary, continuous use of that duration is required under section 191 of the Town and Country Planning Act 1990 and the ten-year rule in section 171B for a use to be considered lawful without planning permission. As a result, the Council determined that the use was not lawful and that planning permission would be required for the seven-bed HMO. All publicly releasable documents associated with this application, including the officer assessment and the decision notice, are available to view online. User guidance for accessing and searching the planning system is also provided on the Council's website and at the following link:

[Idox PA for Planning User Guide](#)

With regard to the aspects of your request relating to pre-planning application discussions, the Council is unable to confirm or deny whether such information exists. Pre-application advice is provided on a confidential, discretionary and commercial basis, and confirming or denying its existence would adversely affect the confidentiality of commercial information and legitimate economic interests. The Council therefore relies on Regulation 12(5)(e) of the Environmental Information Regulations 2004, and in undertaking the public interest test has concluded that the public interest in maintaining this exception outweighs the public interest in disclosure.

With respect to planning document retention or disposal records, the Council does not hold any additional environmental information beyond what is set out in the Council's statutory planning retention schedule, and no further information is held, or releasable (for the reasons given) within the scope of this request.

4. Any communications between the council and previous owners, managers, or occupiers of the property regarding HMO status, licensing, or "grandfather" rights.

Documents attached

5. Any records of enforcement decisions, investigations, inspections, or indemnities relating to the property's HMO status.

The only recorded inspection of this property was completed by the Housing Standards Team on 9th September 2025. There is no record of enforcement action at this property.

6. Records or a file index showing the retention/disposal history for any of the above documents (i.e., if documents were destroyed, please provide the destruction record and the authority / retention policy relied upon).

The above documents have been maintained on our case management systems for as long required by business needs. This is in line with our Corporate Records Policy. Further information is available at:

[Wigan Council Primary Privacy Notice](#)

HOUSING ACT 2004

Sections 20 and 21

Notice of Temporary Exemption from Licensing Requirements for a House in Multiple Occupation



Wigan
Council

To:
of:



Wigan Council ("the Authority")

GIVE NOTICE under section 62 of the Housing Act 2004 (the Act), that on 06TH November 2025 the Council decided that a temporary exemption should be granted from the licensing requirements of section 55 of the Act, in respect of the following residential premises:

8 Scarisbrick Street, Swinley, Wigan, WN1 2BS

of which you are the **Proprietor, Licence Holder and Persons in Control**.

This exemption is in force for a period of 3 months until 06th February 2025

If, before this date, an application is made for a further exemption and the Council considers that there are exceptional circumstances that justify service of a second temporary exemption notice in respect of the above-mentioned house, a second notice will be served (but no further notices may be served after the second notice has expired).

Dated: **06/11/2025**
Reference: **WIGAN/3391**
Contact: 
Address: Private Sector Housing
Place Directorate
Wigan Council
PO Box 100
WIGAN
WN1 3DS
Phone: 01942 489204
E-mail: **hmo@wigan.gov.uk**

Signed:

Designation: **Housing Standards Officer**

The officer appointed for this purpose



Our reference: PD/PSH/PB
Your reference: [REDACTED]
Please ask for: [REDACTED]
Extension: 89202
Direct line: 01942 489207
Date: 16 April 2019

Dear Sir

8 Scarisbrick Street, WN1 2BS

I am writing with regards to the recent HMO Licence application under section 55 of The Housing Act 2004.

After careful consideration, Wigan Council has approved your application for a landlord licence. Enclosed you will find a notice served under The Housing Act 2004, Schedule 5(Part 1, Paragraph7) explaining the main terms of the licence. Please ensure that you read and fully understand the conditions that are being imposed in respect of this licence. If you wish to appeal against the conditions which are to be imposed, please make your representations **IN WRITING**, to this office, no later than 14 days from the date of the enclosed notice, for our consideration.

If you wish to discuss this letter or the enclosed notice, please do not hesitate to contact me on the number listed above.

Yours faithfully





Our reference: PD/RS/PB
Your reference: [REDACTED]
Please ask for: [REDACTED]
Extension: 89207
Direct line: 01942 489207
Date: 2 April 2019

Dear [REDACTED]

Notification of Decision To Issue Licence, Subject To Conditions

I am writing with regards to your recent HMO Licence application under section 55 of The Housing Act 2004.

Wigan Council is issuing a notice, which is enclosed, notifying you that we are intending to issue you with a Landlord Licence, which is subject to conditions, under Schedule 5 (Part 1, Paragraph 7) of The Housing Act 2004.

Please ensure that you read and fully understand the conditions that are being imposed in respect of this licence. If you wish to appeal against the conditions which are to be imposed, please make your representations **IN WRITING**, to this office, no later than 14 days from the date of the enclosed notice, for our consideration.

If you wish to discuss this letter or the enclosed notice, please do not hesitate to contact me on the number listed above.

Yours sincerely



Licence of House in Multiple Occupation (HMO)

The **Wigan Borough Council** ("the Authority")

hereby grant to [REDACTED]

Licence under section 64 of the Housing Act 2004, subject to the conditions set out in the schedules attached, in respect of premises situated at:-

**8 Scarisbrick Street
Wigan
WN1 2BS**

The Authority has decided that the house is reasonably suitable for occupation by not more than the maximum of [**7** households] [and] [**7** persons].

This Licence is granted this **14th** day of **September** **2017**. It shall come into force on **12th** day of **October** **2017**, and shall remain in effect for a period of **10** months from that date, unless previously revoked.

Dated: **14 September 2017**

Signed:

Reference:

Contact: [REDACTED]

Address: Private Sector Housing

Places Directorate

Wigan Council

PO Box 100

WIGAN

WN1 3DS

Phone: **01942 489207**

E-mail: [REDACTED]

Designation: **Group Manager – Regulatory Services**

The officer appointed for this purpose

Number of Schedule 1 attachments:

1

Number of Schedule 2 attachments:

1

NON-TRANSFERABLE

Schedule 1

Mandatory Conditions

1. Provide a copy of the current gas safety certificate for the property obtained in the last twelve months, on an annual basis to the local authority. This can be at the time of renewal of the licence or at any time before.
2. Keep all electrical appliances made available in the house by the licence holder in a safe condition.
3. If the local authority requires it, supply a declaration as to the safety of electrical appliances made available in the house by the licence holder.
4. Keep all furniture made available in the house by the licence holder in a safe condition, and ensure it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
5. If the local authority requires it, supply a declaration as to the safety of furniture.
6. Ensure that smoke alarms are installed in the house and are kept in proper working order.
7. If the local authority requires it, supply the details of the condition and positioning of the smoke alarms.
8. Supply the occupiers of the house with a written statement of the terms on which they occupy it.

Schedule 2

Other Conditions

1. Take all reasonable steps to prevent or reduce noise nuisance and antisocial behaviour by persons occupying or visiting the house.
2. Keep all facilities and equipment in repair and in good working order.
3. Ensure that the Automatic Fire Detection system installed in the house is maintained in good working order at all times and tested at regular intervals (we suggest this should be on a weekly basis). Records should be kept of these tests.
4. Ensure that the Emergency Lighting installed in the house is maintained in good working order at all times and tested at regular intervals (we suggest this should be on a monthly basis). Records should be kept of these tests.

Notice of decision by local housing authority to grant a licence

To:
of:



The **Wigan Borough Council** ("the Authority") on **4 February 2019** received from [redacted] an application for [HMO] [Part 3 house] licence for residential premises, namely:-

**8 Scarisbrick Street
Wigan
WN1 2BS**

On **2 April 2019** the Authority served a notice that the Authority proposed to grant a licence and ~~having considered representations, made in accordance with that notice and not withdrawn, [on [Enter Date] the Authority served a notice that the Authority proposed to grant a licence with modifications and having considered representations, made in accordance with that notice and not withdrawn,]~~ on **16 April 2019** the Authority made the decision to grant the licence a copy of which is enclosed.

The reasons for making the decision to grant the licence are:-

The premises are required to be licensed under the Housing Act 2004, Part 2.

The Authority considers that the premise is reasonably suitable for occupation by a maximum number of **7** households and **7** persons this being the number specified in the application.

The proposed licence holder is a fit and proper person, and is the most appropriate person to hold the licence.

Management arrangements for the premises are satisfactory.

The premises meet the national prescribed amenity standards for occupation by the specified number of persons (this being **7**).

The operative time the grant of a licence comes into force will be 28 days from the date the decision was made without an appeal having been made.

An appeal against a decision to grant a licence may be made to a residential property tribunal within the period of 28 days beginning with the date on which the decision was made.

Dated: **16 April 2019**

Signed:

Reference:

Contact:

Address: Regulatory Services
Places Directorate
Wigan Council
PO Box 100
WIGAN
WN1 3DS

Designation: Group Manager – Regulatory Services
The officer appointed for this purpose

Phone: **01942 489207**

E-mail:

**Notice that local housing authority
propose to grant a licence**

To: [REDACTED]

of: [REDACTED]

The **Wigan Borough Council** ("the Authority")

on **4 February 2019** received from [REDACTED] an
application for HMO licence for residential premises, namely:-

**8 Scarisbrick Street
Wigan
WN1 2BS**

On **2 April 2019** the Authority proposed to grant a licence for the following reasons:-

The premises are required to be licensed under the Housing Act 2004, Part 2.

The Authority considers that the premises are reasonably suitable for occupation by a maximum number of **7** households and **7** persons, this being the number specified in the application.

The proposed licence holder is a fit and proper person, and is the most appropriate person to hold the licence.

Management arrangements for the premises are satisfactory.

The premises meet the national prescribed amenity standards for occupation by the specified number of persons (this being **7**).

A copy of the proposed licence is enclosed herewith, the main terms of which are as follows:-

1. The Licence Holder must, if gas is supplied to the licensed premises:
 - a. Provide to Wigan Council on an annual basis, for their inspection, a gas safety certificate for the property that has been obtained in the last 12 months. This certificate can be required at the time of renewal of the licence or at any time before.
2. The Licence Holder must:
 - a. Keep all electrical appliances, supplied by him in the property, in a safe condition
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such electrical appliances
3. The Licence Holder must:
 - a. Keep all furniture, supplied by him in the property, in a safe condition and ensure it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such furniture.
4. The Licence Holder must:
 - a. Ensure that a smoke alarm is installed on each storey of the licenced premises on which there is a room, including a bathroom or lavatory, used wholly or partly as living accommodation and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such alarms.
5. The Licence Holder must:
 - a. Ensure that a carbon monoxide alarm is installed in any room, bathroom, lavatory, hall or landing in the licenced premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.
6. The Licence Holder must:
 - a. Supply the occupiers of the licence premises with a written statement of the terms on which they occupy the premises.
7. The Licence Holder must:
 - a. Take all reasonable steps to prevent or reduce noise nuisance and antisocial behaviour by persons occupying or visiting the licenced premises.
8. The Licence Holder must:
 - a. Keep all facilities and equipment in good repair and in good working order.
9. The Licence Holder must:
 - a. Ensure that the automatic fire detection and alarm system, installed in the licenced premises, is maintained in good working order at all times and tested at

regular intervals (we suggest this should be on a weekly basis). Records should be kept of these tests.

- b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.

10. The Licence Holder must:

- a. Ensure that emergency lighting, installed in the licenced premises, is maintained in good working order at all times and tested at regular intervals. (we suggest this should be on a weekly basis). Records should be kept of these tests.
- b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such lighting.

11. The Licence Holder must inform Wigan Council, in writing or via email:

- a. Immediately if there will be any changes to ownership or management of the licenced premises.
- b. Immediately of any events that may affect the 'fit and proper' person status of the licence holder, HMO manager or any other person(s) involved with the management of the licenced premises.
- c. Within 28 days of any change to their address and/or contact details.
- d. Within 28 days of any change affecting the company / partnership status; including, but not limited, to bankruptcy, insolvency, change in Director, Partner or Company Secretary.
- e. Immediately if there will be any alterations to the layout, room arrangement(s) or changes to the provision of amenities in the licenced premises.

12. The Licence Holder must:

- a. Ensure that any person involved with the management of the licenced premises is 'fit and proper persons' for the purpose of the Housing Act 2004.

13. The Licence Holder must:

- a. Take all reasonable steps to arrange full access to the whole of the licensed premises for the purposes of a compliance inspection by Wigan Council within 7 days of a written request to do so; and
- b. Provide occupiers of the licensed premises a minimum of 24 hours notice of the need for inspection by the Licence Holder, or his representative.

Representations may be made to the Authority by **16 April 2019** being the end of the consultation period.

Dated: **2 April 2019**

Signed:

Reference:

Contact:

Address: Private Sector Housing
Places Directorate
Wigan Council
PO Box 100
WIGAN
WN1 3DS

Designation: **Group Manager – Regulatory Services**
The officer appointed for this purpose

Phone: **01942 489207**

These notes are intended as general information to the recipient(s) of this notice. The notes are not intended to be definitive and the recipient should refer to the full version of the Housing Act 2004.

Schedule 5, Part 1, paragraph 1

Requirements before grant of licence

- 1 Before granting a licence, the local housing authority must -
- (a) serve a notice under this paragraph together with a copy of the proposed licence, on the applicant for the licence and each relevant person, and
 - (b) consider any representations made in accordance with the notice and not withdrawn.

"licence" means a licence under Part 2 or 3 of the Housing Act 2004.

"relevant person" in relation to a licence under Part 2 or 3 of the Housing Act 2004 means any person (other than a person excluded by sub-paragraph (3) -

- (a) who, to the knowledge of the local housing authority concerned, is -
 - (i) a person having an estate or interest in the HMO or Part 3 house in question, or
 - (ii) a person managing or having control of that HMO or Part 3 house (and not falling within sub-paragraph (i)), or
- (b) on whom any restriction or obligation is or is to be imposed by the licence in accordance with section 67(5) or 90(6).

Right to appeal against refusal or grant of licence

Schedule 5, Part 3, paragraph 31(1)

- 31(1) The applicant or any relevant person may appeal to a residential property tribunal against a decision by the local housing authority on an application for a licence -
- (a) to refuse to grant the licence, or
 - (b) to grant the licence.
- (2) An appeal under sub-paragraph (1)(b) may, in particular, relate to any of the terms of the licence.

Time limits for appeals

- 33(1) Any appeal under paragraph 31 against a decision to grant, or (as the case may be) to refuse to grant, a licence must be made within the period of 28 days beginning with the date specified in the notice under paragraph 7 or 8 as the date on which the decision was made.
- (3) A residential property tribunal may allow an appeal to be made to it after the end of the period mentioned in sub-paragraph (1) or (2) if it is satisfied that there is a good reason for the failure to appeal before the end of that period (and for any delay since then in applying for permission to appeal out of time).

Powers of residential property tribunal hearing appeal

- 34(1) This paragraph applies to appeals to a residential property tribunal under paragraph 31 or 32.
- (2) An appeal -
 - (a) is to be by way of a re-hearing, but
 - (b) may be determined having regard to matters of which the authority were unaware.
 - (3) The tribunal may confirm, reverse or vary the decision of the local housing authority.
 - (4) On an appeal under paragraph 31 the tribunal may direct the authority to grant a licence to the applicant for the licence on such terms as the tribunal may direct.

Advice:

If you do not understand this notice or wish to know more about it, you should contact the Local Authority. If you want independent advice about your rights and obligations, you should go to a Citizens' Advice Bureau, Housing Aid Centre, Law Centre or a solicitor. You may be able to obtain help with all or part of the cost of legal advice from a solicitor under the Legal Aid Scheme. If you do not know whether you could apply for Legal Aid you can see a solicitor who may be prepared to give you half-an-hour of legal advice for a small fee. If you want to know more about the works the Local Authority require you to do, you may wish to consult a surveyor.

Licence of House in Multiple Occupation (HMO)

The **Wigan Borough Council** ("the Authority")

hereby grant to [REDACTED]

Licence under section 64 of the Housing Act 2004, subject to the conditions set out in the schedules attached, in respect of premises situated at:-

**8 Scarisbrick Street
Wigan
WN1 2BS**

The Authority has decided that the house is reasonably suitable for occupation by not more than the maximum of **7** households and **7** persons.

This Licence is granted this **16th** day of **April 2019**. It shall come into force on **14th** day of **May 2019**, and shall remain in effect for a period of **60** months from that date, unless previously revoked.

Dated: **16 April 2019**

Signed:

Reference:

Contact: [REDACTED]

Address: Regulatory Services

Places Directorate

Wigan Council

PO Box 100

WIGAN

WN1 3DS

Phone: **01942 489207**

E-mail: [REDACTED]

Designation: Group Manager – Regulatory Services

The officer appointed for this purpose

Number of Schedule 1 attachments:

Number of Schedule 2 attachments:

NON-TRANSFERABLE

Schedule 1

Mandatory Conditions

1. The Licence Holder must, if gas is supplied to the licensed premises:
 - a. Provide to Wigan Council on an annual basis, for their inspection, a gas safety certificate for the property that has been obtained in the last 12 months. This certificate can be required at the time of renewal of the licence or at any time before.
2. The Licence Holder must:
 - a. Keep all electrical appliances, supplied by him in the property, in a safe condition
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such electrical appliances
3. The Licence Holder must:
 - a. Keep all furniture, supplied by him in the property, in a safe condition and ensure it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such furniture.
4. The Licence Holder must:
 - a. Ensure that a smoke alarm is installed on each storey of the licenced premises on which there is a room, including a bathroom or lavatory, used wholly or partly as living accommodation and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such alarms.
5. The Licence Holder must:
 - a. Ensure that a carbon monoxide alarm is installed in any room, bathroom, lavatory, hall or landing in the licenced premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.
6. The Licence Holder must:
 - a. Supply the occupiers of the licence premises with a written statement of the terms on which they occupy the premises.

Schedule 2

Other Conditions

1. The Licence Holder must:
 - a. Take all reasonable steps to prevent or reduce noise nuisance and antisocial behaviour by persons occupying or visiting the licenced premises.
2. The Licence Holder must:
 - a. Keep all facilities and equipment in good repair and in good working order.
3. The Licence Holder must:
 - a. Ensure that the automatic fire detection and alarm system, installed in the licenced premises, is maintained in good working order at all times and tested at regular intervals (we suggest this should be on a weekly basis). Records should be kept of these tests.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.
4. The Licence Holder must:
 - a. Ensure that emergency lighting, installed in the licenced premises, is maintained in good working order at all times and tested at regular intervals. (we suggest this should be on a weekly basis). Records should be kept of these tests.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such lighting.
5. The Licence Holder must inform Wigan Council, in writing or via email:
 - a. Immediately if there will be any changes to ownership or management of the licenced premises.
 - b. Immediately of any events that may affect the 'fit and proper' person status of the licence holder, HMO manager or any other person(s) involved with the management of the licenced premises.
 - c. Within 28 days of any change to their address and/or contact details.
 - d. Within 28 days of any change affecting the company / partnership status; including, but not limited, to bankruptcy, insolvency, change in Director, Partner or Company Secretary.
 - e. Immediately if there will be any alterations to the layout, room arrangement(s) or changes to the provision of amenities in the licenced premises.
6. The Licence Holder must:
 - a. Ensure that any persons involved with the management of the licenced premises are 'fit and proper persons' for the purpose of the Housing Act 2004.
7. The Licence Holder must:
 - a. Take all reasonable steps to arrange full access to the whole of the licensed premises for the purposes of a compliance inspection by Wigan Council within 7 days of a written request to do so; and
 - b. Provide occupiers of the licensed premises a minimum of 24 hours notice of the need for inspection by the Licence Holder, or his representative.

Licence of House in Multiple Occupation (HMO)

The **Wigan Borough Council** ("the Authority")

hereby grant to [REDACTED]

Licence under section 64 of the Housing Act 2004, subject to the conditions set out in the schedules attached, in respect of premises situated at:-

**8 Scarisbrick Street
Wigan
WN1 2BS**

The Authority has decided that the house is reasonably suitable for occupation by not more than the maximum of **7** households and **7** persons.

This Licence is granted this **16th** day of **April 2019**. It shall come into force on **14th** day of **May 2019**, and shall remain in effect for a period of **60** months from that date, unless previously revoked.

Dated: **16 April 2019**

Signed:

Reference:

Contact: [REDACTED]

Address: Regulatory Services
Places Directorate
Wigan Council
PO Box 100
WIGAN
WN1 3DS

Designation: Group Manager – Regulatory Services
The officer appointed for this purpose

Phone: **01942 489207**

Number of Schedule 1 attachments:

E-mail: [REDACTED]

Number of Schedule 2 attachments:

NON-TRANSFERABLE

Schedule 1

Mandatory Conditions

1. The Licence Holder must, if gas is supplied to the licensed premises:
 - a. Provide to Wigan Council on an annual basis, for their inspection, a gas safety certificate for the property that has been obtained in the last 12 months. This certificate can be required at the time of renewal of the licence or at any time before.
2. The Licence Holder must:
 - a. Keep all electrical appliances, supplied by him in the property, in a safe condition
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such electrical appliances
3. The Licence Holder must:
 - a. Keep all furniture, supplied by him in the property, in a safe condition and ensure it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).
 - b. Provide Wigan Council, on demand, with a declaration as to the safety of such furniture.
4. The Licence Holder must:
 - a. Ensure that a smoke alarm is installed on each storey of the licenced premises on which there is a room, including a bathroom or lavatory, used wholly or partly as living accommodation and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such alarms.
5. The Licence Holder must:
 - a. Ensure that a carbon monoxide alarm is installed in any room, bathroom, lavatory, hall or landing in the licenced premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance and keep such alarms in proper working order.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.
6. The Licence Holder must:
 - a. Supply the occupiers of the licence premises with a written statement of the terms on which they occupy the premises.

Schedule 2

Other Conditions

1. The Licence Holder must:
 - a. Take all reasonable steps to prevent or reduce noise nuisance and antisocial behaviour by persons occupying or visiting the licenced premises.
2. The Licence Holder must:
 - a. Keep all facilities and equipment in good repair and in good working order.
3. The Licence Holder must:
 - a. Ensure that the automatic fire detection and alarm system, installed in the licenced premises, is maintained in good working order at all times and tested at regular intervals (we suggest this should be on a weekly basis). Records should be kept of these tests.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of any such alarms.
4. The Licence Holder must:
 - a. Ensure that emergency lighting, installed in the licenced premises, is maintained in good working order at all times and tested at regular intervals. (we suggest this should be on a weekly basis). Records should be kept of these tests.
 - b. Supply Wigan Council, on demand, with a declaration as to the condition and positioning of such lighting.
5. The Licence Holder must inform Wigan Council, in writing or via email:
 - a. Immediately if there will be any changes to ownership or management of the licenced premises.
 - b. Immediately of any events that may affect the 'fit and proper' person status of the licence holder, HMO manager or any other person(s) involved with the management of the licenced premises.
 - c. Within 28 days of any change to their address and/or contact details.
 - d. Within 28 days of any change affecting the company / partnership status; including, but not limited, to bankruptcy, insolvency, change in Director, Partner or Company Secretary.
 - e. Immediately if there will be any alterations to the layout, room arrangement(s) or changes to the provision of amenities in the licenced premises.
6. The Licence Holder must:
 - a. Ensure that any persons involved with the management of the licenced premises are 'fit and proper persons' for the purpose of the Housing Act 2004.
7. The Licence Holder must:
 - a. Take all reasonable steps to arrange full access to the whole of the licensed premises for the purposes of a compliance inspection by Wigan Council within 7 days of a written request to do so; and
 - b. Provide occupiers of the licensed premises a minimum of 24 hours notice of the need for inspection by the Licence Holder, or his representative.