



## Tower Hamlets Private Rented Property Licence (PRPL) Glossary of Terms

Use this glossary to learn the meaning of PRPL terms that are uncommon or specialised

<b>Term</b>	<b>Definition</b>
Accredited Landlord	Landlords that are members of the National Landlord Association
Applicant	The person who is formally completing the application form
Company	A commercial business with responsibility for managing the property
Compulsory Purchase Order (CPO)	A legal function that allows certain bodies to obtain land or property and to do so without the consent of the owner. Applicants need only declare CPO's issued, if they are to bring a property back into use following; abandonment, mismanagement and health and safety issues
Conditions	Conditions are the terms by which a licence is granted and standards by which the property must be managed (e.g. gas/ electrical certificates, fire safety, general repairs, tenancy agreements)
Control (of the property)	The person with authority to organise and pay for essential repairs to the property
Converted	A property whose original form has been changed; often to create 2 or more flats
Declaration	The act of declaring that all interested parties have been notified and that the form has been completed correctly to the best of your knowledge
Disclosure and Barring Service (DBS)	The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.
ECA	Electrical Contractors' Association
Electrical Appliance	Appliances designed for the use of electricity by a consumer for heating, lighting, cooking or any other purpose for which electricity can be used



Electrical Installation	All fittings beyond the point of supply that form part of a system used to convey electricity to a point of consumption
Electrical Safety Inspection Report	Report provided by a registered electrician following an electrical safety inspection
Fire Escape (route)	A staircase or other apparatus used for escaping from a building on fire.
Fire Safety Evaluation	A Fire Safety Evaluation is a comprehensive assessment of all fire risks and safety at the property. It would include details of the persons at risk, potential fire hazards, fire prevention and management, fire safety equipment, fire safety training, means of escape and evaluation of emergency fire procedures.
Fire Safety Training	Fire safety training could include but is not limited to: making a fire action plan so that everyone in the house knows how to escape in the event of a fire, providing training on using fire safety equipment e.g extinguishers
Fire Safety Precautions	Fire safety precautions include but are not limited to: Fitting smoke alarms and checking them regularly, providing furniture and furnishings that meet fire resistance standards, providing fire safety tips and equipment
Fit and Proper Person	<p>The Council has to assess whether proposed licence-holders are 'fit and proper' persons to hold a PRPL. In carrying out this assessment the Council will have regard to all the circumstances of the application and specifically whether the proposed licence-holder or anyone associated with them has:</p> <ul style="list-style-type: none"><li>(a) committed any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);</li><li>(b) practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business; or</li><li>(c) contravened any provision of the law relating to housing or of landlord and tenant law.</li></ul>

Freeholder	The person owning the building and the land it stands on or the person eligible to receive the ground rent for the property
Furnishings (Fire Safety) Amendment Regulations	These regulations set the level of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery
Gas Appliance	Appliances designed for the use of gas by a consumer for heating, lighting, cooking or any other purpose for which gas can be used
Gas Safe	The Gas Safe Register is the official registration scheme in the UK for installers and maintenance engineers dealing with gas appliances
Gas Safety Certificate (or Record)	A certificate required by law to be held for all rental accommodation in the UK where there are gas appliances present
Habitable Room	A habitable room is a bedroom, living room or dining room that is at least 4.6sqm / 50sq ft. It does not include bathrooms WCs and kitchens
Head Lessee	The holder of the head lease, in a property that is sub leased, that has responsibility for rental payments
Heat Alarm	A fire alarm devise that detects a rise in temperature from a fire and are insensitive to smoke
HMO – House in Multiple Occupation	A house in multiple occupation is a property rented out by at least 3 people who are not from 1 'household' (eg a family) but share facilities like the bathroom and kitchen.

Household	<p>A 'household' for the purpose of the Housing Act 2004 comprises:</p> <ul style="list-style-type: none"><li>• a single person; or</li><li>• co-habiting couples (whether or not of the opposite sex) : or a family, including parents, grandparents , children (including foster children, step children and children being cared for), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins.</li><li>• Any domestic staff if they are living in rent free accommodation provided by the person for whom they are working.</li></ul>
Interested Parties	<p>Interested parties include all individuals or companies that have a legal interest in the property. Including tenants with an unexpired term of 3 years or less, tenants with a statutory tenancy, long leaseholders and joint owners of the property</p>
Leaseholder	<p>The person who holds the legal rights to occupy the property for a fixed period of time</p>
Licence Holder	<p>The person in whose name the licence will be held for a given property</p>
Long Leaseholder	<p>The holder of a lease originally granted for more than 21 years. It does not matter that it may only have 21 years or less to run</p>
Manager	<p>The person or company charged with the day to day responsibility for the property on behalf of the owner</p>
Mortgage Arrears	<p>A home owner is said to be in arrears when he or she has missed one or more mortgage payments. The mortgage arrears question in the fit and proper declaration relates to all properties currently or previously owned by the owner or manager</p>
Mortgagee / Mortgage Provider	<p>The person or company that loans money and takes a security interest in the property</p>
Multiple Occupation	<p>A property where more than one household or family share facilities</p>



National Landlords Association	A membership organisations for private landlords
NICEIC	The National Inspection Council for Electrical Installation Contracting
Non-Residential	A property or building (or part of) that is not used for people to live in
Non-Self Contained Flat	A unit of accommodation which does not have a kitchen (or cooking area), bathroom, and toilet inside it for the sole use of the household
Occupant	A person who occupies the property as a residence; Children and babies are also considered to be occupants and should each be counted as one individual regardless of their age.
Owner	The person, persons, company or trust that owns the property to be licenced
Ownership Details	Information regarding the legal owner(s) of the property must be provided. This should include all relevant persons in the case of joint ownership. If the property is owned by a company, you must provide the address of the registered office and the names of the company secretary and directors.
Partnership	A business organization in which two or more individuals manage and operate the business. Both owners are equally and personally liable for the debts from the business
Property Manager	The person or company charged with the day to day responsibility for the property on behalf of the owner
Purpose Built	Built specifically for the purpose e.g built to be a flat rather than built as a house and converted into flats
Renewal Application	A second or subsequent PRPL application for the property
Rent Collector	The person or company responsible for collecting rent from the tenants
Residential	A property that is designed for and used for people to live in
Self-Contained Flat	A unit of accommodation which has a kitchen (or cooking area), bathroom, and toilet inside it for the sole use of the household



Shared Use (room or facility)	A room or facility that is used by more than one household
Single Occupation	A property where just one household or family have sole use of the facilities
Smoke Alarm	A self-contained device that incorporates a means of detecting a fire and giving a warning alarm. Alarms must comply with BS 5446
Sole Use (room or facility)	A room or facility that is used by members of a single household
Storey	A part of a building that comprises of all rooms on a single level
Unit	A single component part of a property, distinguished by the type of use e.g a property with 4 self-contained flats and a shop beneath has 5 units in total
Upholstered Furniture	Furniture which has padding, springs, webbing, and a fabric cover
Variation Application	Where the licence holder wishes to alter the terms of the licence e.g. change in manager