



Adam outreach project ltd
“From Homeless to Hope”
Standard Licence Agreement

This licence agreement explains the basis on which you have been granted permission to stay at the project. It describes the rights and responsibilities of you, the licensee, and Adam Outreach Project.

Name

Date of Commencement of tenancy/this licence

for a room at Hope House 29/30 Kirkley Cliff Road Lowestoft NR33 0DB

TOTAL CONTRACTUAL CHARGE £307.53

TOTAL ALLOWABLE RENT FOR HOUSING BENEFIT --- £287.74

as agreed with Anglia Revenues partnership.

Please note that if in receipt of Housing Benefit, then your benefit will be reduced by £19.79 per week as deductions and you may be asked to pay this.

If you are not in receipt of Housing Benefit you will be expected to pay rent; details are available on request.

This agreement is between:

**Adam Outreach Project (also referred to as We' or 'the Project) of
A1 Lifestyle Accounts, Little Paxton, St Neots PE9 6EN
and (Name of Licensee)**

(Also referred to as 'the Licensee' or 'you' in respect of a room ('the room') at Hope House,29-30 Kirkley Cliff Road, Lowestoft, Suffolk NR33 0DB with shared use of the following communal facilities:

Laundry/utility room, enclosed garden to rear of property, toilets, kitchens, dining room, lounges, showers, and bathrooms

The premises are furnished in accordance with the attached inventory, attached as schedule 1 of the agreement.

The license is provided in accordance with the aims of the project, which are to:

To provide a decent standard of accommodation and care in a drug/ alcohol free environment designated for ex-offenders and recovering drug addicts or alcoholics or rendered homeless for other reasons (see Mission Statement).

To offer advice and support on welfare benefits, housing, employment, and health care, encouraging residents, where possible to make use of outside agencies.

To evaluate individually each resident's accommodation needs encouraging those who can move on to do so and accepting longer term responsibility, where necessary.

Care and support services in connection with the aims and objectives will be provided by Adam Outreach Project and are set out below:

The Adam Outreach Management Team will help the resident to settle into the accommodation and advise on any day-to-day issues such as payment of rent and claiming benefits. We will also seek to provide life skill packages to further enable our licensees to better manage their lives.

They will provide the encouragement needed for the individual to develop a pattern to their lives in order that they will be able to move on to independent living with confidence.

This agreement begins onDate.....

GENERAL TERMS

1. .It is agreed as follows:

1.1 the weekly rents and service charges are payable each Monday.

1.2 We may increase the charge by giving you not less than one calendar months' notice in writing. The notice shall specify the charge proposed.

1.3 We may increase the charge in line with the Project's common charges increase date on the first Monday of April each year

1.4 Any letter, notice or other official document which you send us will be valid if you send it or take it to our office at the address above. Any letter, notice or other official document, which we send you, will be valid if we send it or take it to the property this agreement is for.

1.5 We can change the charge as shown in sections 1.3 and 1.4

Anything in this agreement can also be changed if we both agree in writing. We can also change this agreement by following the procedure shown below. (I) When we are considering changing any term of this license, we will write to you to:

tell you that we are planning a change.

- tell you what the change is, and how it will affect you; and**
- ask for your comments on the change (we will give you a reasonable length of time to give us your comments). (ii) We will consider your comments and any comments we receive from anyone else affected. (iii) If we decide to go ahead with the change, we will write to you again at least a month before we make the change, to tell you the date the change will come into force, and to tell you how the change will affect you. (iv) The change will start from the date we say in our letter.**

1.6 We reserve the right to withdraw any communal facilities, services, or equipment and to close any communal areas without prior notice.

2. OUR RESPONSIBILITIES

2.1 We have given you permission to live at this project.

2.2 We will not interrupt or interfere with your right to peacefully occupy the room except where

- i. we require access to inspect the condition of the room or to carry out repairs or other work to the room, communal areas, or adjoining property, or**
- ii. we require access to provide any of the care of support services or the services listed in 1.3 above: or**
- iii. If there is evidence that you have abandoned the room. You should note that should you vacate the room for more than 3 days without informing us this will be regarded as abandonment.**
- iv. the license is ended under the terms of the agreement.**

2.3 We will pay utility charges due to the local authority, water authority and utility companies.

2.4 We will provide adequate support for your needs and such support will be explained to you in regular meetings or as required.

Part of the support offered will consist of participation in work projects run by Adam Outreach. After a suitable settling in period all residents who are physically and mentally able and not in full time employment will be expected to participate at least one day per week on any current project. People with anxiety or other medical disorders should explain their reason for not taking part to the Project Manager and will be expected to undertake appropriate tasks within the House instead. We will always be sensitive to the needs of the individual and support will be offered

It is a condition of your licence that you accept such support.

2.5 We will keep in good repair, the structure and exterior of the property including
(i) drains, gutters, and external pipes

(ii) the roof

(iii) outside walls, doors, windowsills, window catches, sash cords and window frames including painting and decoration

(iv) internal walls, floors, ceilings, doors and door frames, door hinges and skirting boards.

(v) chimneys, chimney stacks and flues.

(vi) pathways, steps, and other means of access.

(vii) plasterwork.

(viii) integral garages and stores.

(ix) boundary walls and fences.

2.6 We will keep in good repair and working order any installations provided for space heating, water heating and sanitation and for the supply of water, gas and electricity including: (i) basins, sinks, baths, toilets, flushing systems, waste pipes.

(i) electric wiring (including sockets and switches), gas, water pipes.

(ii) water heaters, fireplaces, fitted fires, central heating.

2.7 We will take reasonable care to keep the common entrances, halls, stairways, passageways, entry systems, and lighting in reasonable repair and fit for use by you and other occupiers.

2.8 We will keep in good repair all internal and external fixtures and fittings, furniture, cooking and washing appliances provided by the Project.

2.9 We will keep the interior of the premises in a good state of decoration and normally decorate the room once every 5 years.

2.10 We will keep the exterior of the premises and common parts in a good state of decoration and normally decorate these areas once every 5 years.

2.11 We will replace the furniture in accordance with the normal life expectancy projections or in the event of destruction or damage by some event for which we were responsible. Entirely at our discretion, we may replace furniture damaged or stolen by third parties, but we are not obliged to

2.12

(I) We are not responsible for any repairs or maintenance which is needed because:

(a) you have caused the damage, neglected the property or broken the terms of this agreement; or

(b) fire, flood, storm, or other accident, which could not have been prevented, has damaged the property.

We can consider the age and character of the property, and how long it is likely to last, when we are assessing what repairs or maintenance are required.

(ii) we do not have to repair anything that is your property or which you are entitled to take away from the premises.

2.13

(I) We will insure the premises for the full reinstatement value. If we make an insurance claim this does not mean that we have accepted any obligation to reinstate or rebuild the property.

(ii) We will ensure furniture, fixtures and fittings owned by the Project.

(iii) You are responsible for insuring your personal possessions.

3.0 YOUR RESPONSIBILITIES

3.1 You agree to take possession of the room at the start of the agreement.

3.2

(I) You agree to pay the weekly charge in advance.

(ii) (if applicable) You must also pay additional charge of £ a week to cover arrears built up on your former tenancy which are £. at the start of this agreement, until all those arrears are paid. We reserve the right to allocate any payments we receive to any sum you owe us for rent, arrears on this or any other property, additional rent, or any other liability, in our discretion.

3.3

(I) You agree to use the room and the premises for residential purposes as your only or principal home and not to operate a business from the room or premises.

(ii) You agree not to use the room or premises or allow the room or premises to be used for illegal or immoral purposes, nor to bring or keep any article possession of which is prohibited by law in any part of the premises.

(iii) You agree not to prevent anyone entitled to joint use of the facilities at the property from using them and to share those facilities in a sensible manner

3.4

(I) You agree not to allow into the property anyone who we have said is to be excluded from it.

(ii) You agree not to invite children (under 16 years) into, or permit children to enter, the room or the premises.

3.5 You agree not to do anything which is or is likely to cause nuisance or annoyance to any other resident of the Project or to any persons in the neighbourhood.

3.6 You agree not to commit any harassment or threat of harassment on the grounds of race, colour, religion, sex, sexuality, or disability that may interfere with the peace and comfort of, or cause offence to any other resident of the Project or to any persons in the neighbourhood, or to any member of staff or contractor employed by the Project.

(I) You agree not to play any radio, television, hi-fi equipment, or musical instrument so loudly that it causes a nuisance or annoyance, or would be likely to cause a nuisance or annoyance to any other resident of the Project or other persons in the neighbourhood or can be heard outside the room between the hours of 10.00 p.m. and 8.00 a.m. or

(ii) You agree not to use electrical, mechanical, do-it-yourself, or other equipment so that it causes nuisance or annoyance or is likely to cause nuisance or annoyance to any other resident of the Project or other persons in the neighbourhood.

3.7

(I) You agree not to commit any act which results in serious disruption or physical

harm to any other resident of the Project or to any persons in the neighbourhood, or to any member of staff or contractor employed by the Project.

(ii) You agree not to assault, threaten, harass, or obstruct the Project's staff, or the Project's contractors or agents while they are carrying out their job.

3.8 You agree not to bring any pets or other animals into the room or onto the premises without the written consent of the Project which can be revoked on seven days' notice if any such pet or other animal interferes with the peace and comfort of anyone in the vicinity or is being mistreated.

3.9 You agree not to remove or make any alterations or adaptations to the room, premises or any fixtures, fittings, furniture, or equipment provided by or belonging to the Project without the consent of the Project.

3.10

(i) You agree neither to cause damage to the room or the premises or to the project's fixtures, fittings, or furniture.

(ii) You agree to pay us additional charge to cover the cost of repairing or replacing anything damaged, removed or altered in breach of this clause or the preceding one.

3.11 You agree to keep the room reasonably clean and tidy and to assist in keeping the communal areas clean and tidy.

3.12 You agree to report to the Project promptly any disrepair or defect for which the Project is responsible in the room, premises, or common parts or in any installation, furniture, fixture, or fittings for which we are responsible.

3.13

(i) You agree to allow reasonable access to the Project's staff, agents, or contractors acting on behalf of the Project for the purpose of inspection, servicing and maintenance of the room, premises, or adjoining property, and

(ii) to always allow access to the Project's staff or agents to the communal facilities, and

(iii) to allow access to the Project's staff to provide the care or support services detailed in this agreement.

(iv) We will normally give at least 24 hours' notice when access to the room is required, but in emergency (for example, if water is overflowing), we may enter the property to carry out urgent repairs.

If we do this, we will repair any damage we caused to the locks, doors, windows, or frames when we are breaking in. But if the original fault is your responsibility, or has

been caused by your neglect, you must pay us additional charge to cover the expenses we incur gaining access to the room and for the cost of the repair.

3.14 You agree not to take in a lodger or allow anyone else to live in the room or premises. This includes any partner or child you may have.

3.15 You agree to comply with the rules for fire safety and for other health and safety matters in the room and premises, which are attached or displayed in the premises and not to engage in any conduct or activity which is likely to endanger the health and safety of any other residents of the Project, visitors, staff, or any other persons in the locality.

3.16 You agree to inform the Project's staff, in writing and in advance if you intend to be away from the room for more than two days.

3.17 You agree not to abandon the room. If you fail to occupy the room for a period of more than 3 days and we have evidence that the room has been abandoned, then we may take possession of the room. In these circumstances, we may end the licence by issuing written notice at the room or at your last known address.

3.18 Other Rules:

(1) Guidelines and Boundaries:

You agree to comply with the Guidelines and Boundaries, which we had given to you on application. These exist to achieve the aims and objectives of the project set out on page 2 of this agreement.

You agree to always abstain from drug and alcohol use and to being tested on a random basis for alcohol and drug use.

(2) Vehicles and Parking

(a) You can carry out reasonable minor repairs to any vehicle parked near the premises, but you must not use spray equipment or powered tools, break up vehicles, or carry out repairs for which you will be paid.

(b) You must not put caravans, vehicles, trailers, boats, or parts from any of these in the property's garden without our written permission. By signing this agreement, you authorise us to remove any vehicle or other object, that is left anywhere on our property and breaks these conditions, or which we think has been abandoned or is dangerous. You must pay us an additional charge to cover any expenses we run up removing and disposing of any item which you were responsible for.

3.19 Television Licences

Adam Outreach provides televisions in the common areas. However, you are responsible for your own TV licence for TVs in your room and failure to get one is an offence.

4.0 Licensee's Rights

You have the following rights:

4.1 You have the right to occupy the room without interruption or interference from the Project for the duration of this agreement (except for the obligation to give access to the Project's staff, agents, or contractors) so long as:

(i) you comply with the terms of this agreement and have proper respect for the rights of other residents of the Project, neighbours, and other persons in the locality, or

(ii) you are not required to move to another room for good management reasons, in which case clause 4.1(i) above and all other clauses continue to apply.

4.2 You have the right to be consulted before we make any changes in housing management, maintenance, care and support practice or policy that are likely to substantially affect you.

4.3 You have the right to receive information from the Project about the terms of this tenancy and about the Project's repairing obligations and its policies and procedures on resident consultation, housing allocation and transfers.

4.4 We operate a complaints procedure by which you can complain about any aspect of the Project's services. Full details of the project's complaints procedure are set out in the Project's complaints procedure. If you are still dissatisfied after the Project's complaint procedure has been exhausted. You have the right to complain to an Independent Housing Ombudsman.

5.0 Ending the Licence

5.1 You must give the Project at least one month's notice in writing when you wish to end the License. This notice should end on the first Sunday after one month. We can at our discretion accept less notice than this.

5.2 You must give the Project vacant possession and return all keys of the room and the premises to the Project on or before the day of notice expires. You must clear all rubbish and leave the room, furniture, fixtures, and fittings in reasonable condition.

We accept no responsibility for any belongings you leave behind and may dispose of them.

5.3 We will normally end the license by issuing you with written notice for one or more of the following reasons below, but we reserve the right to end the license for any other reason, which will be fully explained in writing to you if:

- * You have failed to pay the weekly charge.**
- * You continue to occupy your room after the agreed date of leaving has passed.**
- * You are not living at the project as your main or only home.**
 - * You no longer need the special amenities or care and support services provided.**
- * You have caused damage to, or failed to look after the room, or premises.**
- * You have been guilty of conduct which causes or is likely to cause nuisance or annoyance to a person living, visiting, or otherwise engaging in a lawful act activity in the locality, or have been convicted of using the premises or allowing them to be used for immoral or illegal purposes or have been convicted of an arrestable offence committed in or in the locality of the premises.**
- * You have caused damage to the furniture provided by the Project.**
- * Suitable alternative accommodation has been offered**
 - * We were induced to offer you accommodation because of a false statement made knowingly or recklessly by you or a person acting at your instigation.**
- * You have broken or failed to perform any of the conditions of this agreement.**

5.4 We agree that we will normally give not less than 7 days' notice in writing terminating the licence.

5.5 We reserve the right to ask you to leave immediately if we find any evidence of drug or alcohol use.

5.6 In the case of serious nuisance, disruptive or violent behaviour or harassment we reserve the right to ask you to leave immediately.

6.0 SIGNATURE OF THE PARTIES

(Signature of applicant)

(Name)

(Date)

(Signature of Manager or Trustee)

(Name)

(Date)

**Registered Office:
A1 Lifestyle Accounts
Little Paxton
St Neots
PE19 6EN**

PRIVACY INFORMATION NOTICE

We need to collect, process and store personal information about you to fulfil our obligations as a provider of supported housing to deliver efficient and effective services.

The information we hold on our records will relate to your personal details such as:

- Your name and date of birth, photograph, information about your previous housing circumstances which lead to your requirements to be housed with us, and current medication
- We hold your contact details so we can communicate with you
- We hold next of kin in event of emergency
- We record information about your needs and any special requirements that may help us to provide the best support for you
- We keep financial records about the amount of money you have paid us in Top Up and any amount(s) outstanding and associated recovery action.
- We may hold information about your financial circumstances if we are to help with any debt recovery action
- We may capture your image on our CCTV systems which could be passed on to the Police in the event of any criminal offence
- We carry out an Outcomes Star as a tool to assess your process towards to Independent Living. We may provide anonymous data based on the mutually scored results of all Outcome Stars for information to our funding supporters where requested. This will be kept in an online database.

This list is not exhaustive,

Our legal bases for processing your information for all the above purposes are:

1. **Contract:** the processing is necessary for a contract we have with you
2. **Legal Obligation:** the processing is necessary for us to comply with the law (not including contractual obligations)
3. **Consent:** You have given clear consent for us to process your personal data for the purpose of obtaining accommodation with us and providing ongoing support.

Processing of your personal information will be undertaken in accordance with the principles of the UK Data Protection Act 2018 (the Act) and the EU General Data Access to personal information is restricted to authorised individuals on a strictly need to know basis. We will treat your personal information fairly and lawfully and we will ensure that information is:

- Processed for those purposes as outlined above
- Kept up-to-date, accurate, relevant, and not excessive
- Not kept longer than six years unless there is a legal obligation
- Kept secure.

We are committed to keeping your personal details up to date, and we encourage you to inform us about any changes needed to ensure your details are accurate.

We will not discuss your personal information with anyone other than you, unless you have given us prior written authorisation to contact those authorities/professionals as outlined on the consent form.

There may be other circumstances where we may also be required to share information, for example:

- To meet our legal obligations
- In connection with legal proceedings
- To protect the vital interests of an individual (in a life-or-death situation).

Only Trustees and authorised members of staff will have access to your personal record which will be kept in a locked filing cabinet and an encrypted computer file.

Appendix 1

Inventory of Bedrooms

Each room is furnished with a minimum of:

1 x single bed

1 x wardrobe

1 x chest of drawers

1 x chair

1 x bedside table

1 x bedside light

Bedlinen and towels are provided.

MISSION STATEMENT

We are a Christian based environment underpinned by our faith.

To provide a Drug and Alcohol free, therapeutic based community, with the aim of a medium to long term residential facility for men aged between 25 – 65.

For those who have chosen to be free from life controlling addictions; also, those who have been rendered homeless by reason of the breakdown of personal relationships and any resultant personal trauma or those who are being released from prison.

To assist in a staged return to volunteering/employment/education ethos and the eventual commitment to sustained independent living as responsible and productive members of society.