

Please read the notes before completing this application form

Type of application(please 3 appropriate box):

New licence Renew licence

Address of house to be licensed:

Postcode

1. Is the applicant the proposed licence holder? Yes No

If yes, please go to Part 2. If no, please complete Part 1.

For Office Use Only

Date received	Date passed to officer	Reference number	Fee received

Part 1: Applicant details

2. Surname: _____ First name(s): _____

2a. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

2b. What is your relationship to the proposed licence holder? (please 3 appropriate box)

Friend Relative Agent Solicitor Other: _____

3. What is your interest in the property?

Part 2: Proposed Licence Holder details

4. Type of proposed licence holder (please X)

5. Name of proposed licence holder (if a company, please give full company name)

5a. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

Part 4: Ownership details of the house to be licensed (continued)

13. Name of leaseholder

Name: _____

13b. Address: _____

Postcode: _____

14. Name of leaseholder

Name: _____

14b. Address: _____

Postcode: _____

(Continue on separate sheet if more than two leaseholders)

15. Name of person who collects the rent

Name: _____

15b. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

16. Name of person who receives the rent

Name: _____

16b. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

Part 4: Ownership details of the house to be licensed (continued)

17.

Declaration for fit and proper person

Full Name (in caps)

Role: Licence Holder of a Licensed House in Multiple Occupation at

I, the undersigned, declare that I have not incurred:

Relevant issues

- **Criminal Convictions in respect of:**

Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003

- **Finding by a Court or Tribunal:**

Practiced unlawful discrimination of grounds of sex, colour, race ethnic or national origin or disability in connection with a business.

- **Contravened any provisions of Housing, or Landlord & Tenant Law.**

These include but are not limited to:

- Control Order under the Housing Act 1985.
- Proceedings by a local authority including taking enforcement action to remedy a category 1 hazard.
- The local authority carrying out Works in Default.
- Interim or Final Management Order under the Housing Act 2004.
- Harassment or illegal eviction.
- Acted in contravention of any Approved Code of Practice (ACoP) in relation to the management of HMOs.
- Any criminal offence, contravention, or subject to any other proceedings brought by a local authority or other Regulatory Body (for example breaches of the Environmental Protection Act 1990, public health, planning control, or compulsory purchase proceedings or fire safety requirements)

I also declare that:

- I do not require permission to enter or remain in the UK and if I do require permission, I have been given it
- I have not received any civil penalties or been convicted of an offence for renting to a disqualified person (illegal immigrant under Part 3 of Immigration Act 2014)
- I am not insolvent or an undischarged bankrupt.

Signed

Date

Home address

Part 5: Fit and Proper Person – Confidential Information (continued)

19. Has any person named in Parts 1, 2, 3 and /or 4 of this form previously held or do they currently hold a licence for another house in multiple occupation?

Yes No

19a. If **Yes**, please provide the addresses of these properties, along with details of the local authority that issued the licence.

20. Has any person named in Parts 1, 2, 3 and /or 4 of this form ever applied for and been refused a house in multiple occupation licence?

Yes No

20a. If **Yes**, which authority refused the licence? _____

20b. When was it refused? _____

20c. Please provide the following details (in Part 12 of this application form):

1. Who was refused a licence
2. The full address of the property concerned
3. The reasons given by the local authority for refusing the licence application

21. Has any person named in Parts 1, 2, 3 and/or 4 of this form ever breached any condition of a licence issued under Parts 2 and/or 3 of the Housing Act 2004?

Yes No

21a. If **Yes**, please provide details of the licence condition(s) breached/licence revoked and the local authority area in which they were breached/licence revoked.

□ □

□ □

□ □ □ □ □

□ □ □ □ □

□ □ □ □ □

□ □ □ □ □ □ □

Part 6: Property Details (continued)

29. **Type of HMO:**

- Flat in single occupation Flat in multiple occupation
 A house converted into and comprising only self contained flats A purpose built block of flats
 Shared house Bedsits Hostel Bed & Breakfast (long stay)

Other: _____

30. How many habitable rooms (excluding bathrooms & kitchens) are there in this property? _____

31a. If it is shared accommodation, how many bedrooms? _____

32. You **must** provide an A4 sized sketch plan of the layout of each floor. You **must** identify the use of each room; location of bathrooms, kitchens, toilets; room number of each unit of accommodation; approx size of rooms; location of heat/smoke detectors, break glass points, control panel, emergency lighting.

You must now complete Part 7

Part 7: Amenities

33. Please complete

Amenities	How many	Location
Cooking facilities in room see notes for definition)		
Kitchens (not shared)		
Kitchens (shared)		
Number of kitchen sinks		
Dishwashers (shared)		
WCs (shared)		
WCs not (shared)		
Baths (shared)		
Baths (not shared)		
Showers (shared)		
Showers (not shared)		
Wash hand basins		

34. Does every WC compartment and every bathroom containing a WC also have a wash hand basin with hot and cold water?

Yes No

You must now complete Part 8

Part 8: Fire Safety

35u Does the property have a means of fire detection? Yes

35a. If **Yes**, does this system include:

- a fire alarm control panel Yes
- heat detectors in the kitchens Yes
- mains wired smoke detectors in rooms Yes
- battery powered smoke detectors only Yes
- sounders /alarms on all levels Yes
- call points in the communal areas Yes

36. Has the fire alarm been tested in accordance with BS5839 at least quarterly?

(Please provide a copy of a current certificate of [Has thes.621 K0.8ow K0nalp-gr.5139 556.1457 Tm{

Td[sounders /alarms on all le)6.2 (v)

Part 8: Fire Safety (continued)

42. Are fire blankets provided adjacent to all cooking facilities? Yes No

42a. Location of fire extinguishers (if provided):

Type	Location	Date of last check

43. How regularly do fire drills take place?

44. How do you ensure that occupants understand what to do in the event of a fire (e.g. means of escape route)?

Part 9: Occupancy/Tenancy Information

45. How many individuals currently live in the house: _____

46. How many households currently live in the house: _____

(A household means either an individual, or members of the same family. A person is of the same family if they are married to each other or live as husband and wife or the equivalent for same sex relationships. A person is also a member of the same family if they are a relative. A relative means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece, or cousin.)

47. How many separate lettings are available in the property? _____

48. List the names of the current occupiers including children. Please add (C) for children under 16 years of age:

Name of current occupier	Type of tenancy	Room/flat number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Part 9: Occupancy/Tenancy Information (continued)

49. Are the tenants provided with written details of the terms of their tenancy? Yes

Please provide a copy of the standard tenancy agreement or written details of the terms of a tenancy.

50.

Part 13: Declarations (continued)

Note to applicants: it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property may be required at a later date. We may approach other authorities, such as the Police, Fire and Rescue Service, Office of Fair Trading etc. and tenants for additional information and verification.

Signing of this application will be taken as your agreement to any such action. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be cancelled or further action taken.

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

Name of applicant (print):

Signature:

Date

Name of proposed licence holder (if different from applicant) (print):

Signature:

Date:

Name of manager (print):

Signature:

Date:

Name of owner (print):

Signature:

Date:

Name (if different from applicant):

Signature:

Date:

Name (if different from applicant):

Signature:

Date:

Note: in the case of partnerships or trustees, all partners or trustees must sign. For limited companies, the application must be signed by the Company Secretary, Director or another authorised officer (proof of authority required).

PLEASE READ "CHECKLIST FOR SUBMITTING AN APPLICATION" ON PAGE 20

Checklist for submitting an application

Please enclose the following:

Notes for completing the application form

Part 1

Part 2



Part 7

Part 8

All HMOs should have a safe escape route in the event of fire and adequate fire precautions, which include fire alarms, smoke and heat detectors, emergency lighting, fire extinguishers and fire blankets. These must be well maintained and adequate for the number of residents and the size of the property.

Part 9

Notes for completing the application form (continued)

Part 9 (continued)

Please tell us if the tenants are given a written Tenancy Agreement or similar document which sets out the terms of their contracts with the

Part 12

Part 13

Part 10

Checklist

Part 11

Exemptions

Schedule 14: Buildings which are not HMOs for the purposes of the Housing Act 2004 (excluding Part 1)

A building where the person managing or having control of it is:

- a loc

