Licensing Application Form for Houses in Multiple Occupation

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Please read the notes before completing this application form

Type of application (please 3 appropriate box):	
New licence Renew licence	e 🗌
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 P	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.		roposed licence holder? (please 3 appropriate box) ent Solicitor Other:		
3.	What is your interest in the prope	rty?		

art	2: Proposed Licence Holder details	
	Type of proposed licence holder (please X)	
	Name of proposed licence holder (if a compar	ny, please give full company name)
1.	Address:	
		Postcode:
	Contact details	
	Home Tel No:	Work Tel No:
	Mobile Tel No:	Fax No:
	Email address:	

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Part 3: Manager	(continued)
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Address:	 	 	
l.			

Part	4: Ownership details of the house to be licensed (co	ntinued)
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:	
1001		
		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:	
100.		
		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.	



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

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.
00	
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 proerty concerned
	3. The reasons given by the local authority for refusing the licence applicataion
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.

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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			
36u	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 BS5	839 at least quarterly?		
	(Please provide a copy of a current certificate of (Has t	hes.621 K0.8ow K0nalp-gr.51	39 556.1457 Tm (Td(sounders /alarms on all le)6.2 (

Part 8: Fire Safety (continued)

42. Are fire blankets provided adjacent to all cooking facilities?

Yes

No

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

Туре	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.		

Par	t 9: Occupancy/Tenancy Information (continued)	
40		
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 3

If the property is managed by the landlord, or someone else manages it for him in an unpaid capacity, please tick the 'No' box to the first question in Part 3 and complete the details of the person responsible for management and include the following details:

- Name
- Address
- · Contact details

If the landlord pays an agent to manage the property on his behalf, please tick the 'Yes' box to the first question in Part 3 and then complete the necessary details. Indicate whether the manager is an individual or a Company or any other body and provide manager details as follows:

- Name
- Address
- · Contact details

If a commercial agent is employed to manage the property, please indicate if they are a member of a trade body which regulates its members through a Code of Management Practice. The main regulatory bodies are the Association of Residential Letting Agents (ARLA); the Association of Residential Managing Agents (ARMA); the Royal Institute of Chartered Surveyors (RICS); the National Association of Estate Agents (NAEA); and the National Approved Lettings Scheme (NALS).

Part 4

A '**freeholder**' can be a person (or persons) or a company who is registered as the proprietor of a freehold estate in the land with title absolute.

A 'leaseholder' is somebody who owns a long lease on their property (usually for a term of more than 21 years), which gives them the right to occupation and use of the property for the term of the lease.

A 'person who collects the rent' is considered to be anyone who collects rents from the persons who are occupying the property.

A 'person who receives the rent' is the person who ultimately receives (whether directly or through an agent or trustee) rents or other payments from the persons who are occupying the property.

A 'person bound by a condition of the licence' could be any person who is involved in the management and/or maintenance of the property. This will also depend on the licence conditions – see the general notes to the application form for a list of mandatory licence conditions.

Part 5

Part 5 aims to collect information on all persons named in Parts 1 to 4 of the form, to enable the council to determine if they (or any associate of those persons) are fit and proper persons (see general notes for definition).

Answering yes to any of the questions in this Part will not necessarily mean that the council will refuse to issue a licence. However, the council reserves the right to reject any person nominated as the proposed licence holder if they are not considered a fit and proper person. Under such circumstances, somebody who is deemed to be a fit and proper person will have to be nominated to hold the HMO licence.

Landlords Association refers to a legally constituted trade body which regulates the conduct of its members and represents their interests. Other relevant professional or bodies include the Housing Ombudsman Service, and those covering real estate such as property letting or surveying. Industry bodies covering building and construction trades could also be relevant if they evidence skills relating to the management and maintenance of tenants' homes.

Accreditation is the voluntary compliance by private landlords with good standards in the condition and management of their properties and their relationship with their tenants. Accreditation schemes are run at a local level by local Councils, Higher Educational Institutions and their agents and Landlord Associations.

Part 6

A '**shared house**' is a self contained premise which is let to individuals who occupy their own bedrooms and share a kitchen, bathroom or toilet.

A **'shared flat'** is a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building. The accommodation is let to individuals who occupy their own bedrooms and share a kitchen, bathroom or toilet.

Both 'self contained flats' and 'studios' are separate and selfcontained premises. All facilities are available behind the front door of the living accommodation.

In premises occupied by the room (e.g. bedsits), flatlets, on a floorby-floor basis or room-by-room basis, or any combination of these arrangements, tenants will have a room or number of rooms for their exclusive occupation. There is some sharing of amenities, usually a bathroom and/or toilet. In this type of accommodation each occupancy would be separately rented.

Premises referred to as **'hostels'** includes establishments providing medium to long term accommodation for persons for whom the premises is their permanent place of residence. Examples include hostels for homeless pe2kills relatingurfor e separor their e SereO -1.1T**f**oc)15.F mediumontaihe

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 (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 13

Part 12

Part 10

Checklist

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