

LICENSING OF HOUSES IN MULTIPLE OCCUPATION  
HOUSING ACT 2004, PART 2

**Guidance for Licence Application form**

It is important that you fill this form correctly and completely as failure to do so may result in processing delays and you may incur further charges. Please read all guidance notes carefully and do not hesitate to contact the housing standards team if you have a query.

**The Proposed Licence Holder**

The proposed licence holder must be an individual not a company. If a company applies to be a licence holder one person must be nominated to hold the licence for that company. The proposed holder must be the most appropriate person to be the licence holder, this is usually the owner/landlord of the property but in some circumstances this may not be appropriate. The proposed licence holder should also demonstrate that satisfactory arrangements for the management of the house are also in place. Previous failures of management which have resulted in enforcement action by the council may preclude the applicant from holding a licence. The proposed licence holder must have the power to:-

- Collect rental income
- Let and terminate tenancies
- Access all parts of the property
- Authorise repairs and maintenance to the property

If the owner has nominated a manager or managing agent to be the proposed licence holder, they must have the power to undertake the items on the list (i.e. collect rent etc).

## Part 1 | Property Details

### 1.1 Postal Address

Please complete this section with the full postal address of the property that requires a licence

### 1.2 Licence Application

Please tick one box to indicate whether this is a first time application or a renewal of an existing licence. If it is a renewal then please write the date when the existing licence expires in the box provided.

### 1.3 Building Regulation Applications & Planning Permission

Please give details of any planning applications that have approved for alterations to the property. If you have answered YES to this question please supply the application reference number and give brief details of the alterations requested/carried out.

### 1.4 Age of Property

Please give details of the year in which the oldest part of the property was completed. Please provide a best estimate if documentary information is not available.

### 1.5 Form of Structure

Please give details of the property structure.

#### Definitions :-

**Detached.** A single dwelling which is freestanding from any other structure except its own outbuildings.

**Semi detached.** A dwelling which shares a structural party wall with one other dwelling forming a pair which are freestanding from any other structure except their own outbuildings.

**Terraced.** A dwelling forming part of a group of 3 or more dwellings linked by side party walls in a linear layout, excluding those defined as end terrace. Crescent layouts would be included.

**End Terrace.** A dwelling at the end of a terrace of dwelling which therefore shares a side party wall with one other dwelling only.

**Back to Back Terrace.** A dwelling forming part of a group of three or more dwellings linked by side and rear party walls in a linear layout.

**Group design.** A dwelling which shares a party wall with one or more other dwellings set out in a non linear layout such as a cluster or around a courtyard entrances will normally be private.

**Residential block.** A dwelling in a block, which is entirely designed for residential or related use.

**Mixed use block.** A dwelling in a block, which contains a mix of units designed for both residential and non-residential use.

**Self contained flats**

A unit of accommodation is a “self-contained flat” if it has all amenities, i.e. a kitchen (or cooking area), bathroom and toilet for the exclusive use of the occupants behind its own entrance door.

**1.6 Details of Floors in Property**

Please indicate how many floors your property has by marking YES or NO in the first column under ‘Does the property contain the following floors?’ In the second column indicate whether each floor is available for residential use. (Please note, a floor can be classed as ‘available for residential use’ even if it is not currently occupied as such.) In the large box please describe the usage of any floor that is not available for residential use (i.e. storage, commercial use)

**1.7 Details of Internal Fixtures in Property**

This section is used to describe the internal fixtures of the property and the number of households using the accommodation.

**Definitions :-**

**Letting Unit** – part of a HMO to be used exclusively by one household and consisting of one or more habitable rooms

**Habitable room** – any room used or intended to be used for sleeping, cooking, living or eating purposes. Bath or toilet facilities, kitchens, service areas, corridors, landings, hallways and utility rooms are excluded

**Bathroom/shower rooms** - Indicate number of bathrooms/shower rooms located in a) shared communal areas b) ensuite facilities

**Toilets** – should only be included if there is a wash hand basin sited within the same room. Indicate number of toilets located in a) shared communal areas b) ensuite facilities

**Wash hand basins-** Indicate number located in a) shared communal areas b) ensuite facilities

**Kitchens** - total number of kitchens in the property available for use by residents. Indicate number of kitchens located in a) shared communal areas b) ensuite facilities

**Household** - for the purposes of licensing a household comprises any tenants who are members of the same family living together including couples (whether they are married or not), immediate relatives and half-relatives or step-relatives, adopted or fostered children.

**People** – this includes children and babies

**1.8 Automatic Fire Detection & Alarms**

Tick each box that applies to your fire safety system and provide the date it was installed. You must give details of when it was last inspected and by whom. Please enclose a copy of the certificate when you submit your completed application form

**1.9 Emergency Lighting**

Please give details of your emergency lighting system. You will need to provide a certificate along with the name and address of the contractor, together with dates for installation and the last inspection.

**1.10 Main Escape Route**

Please indicate using the YES/NO boxes whether the main escape route from the property in the event of a fire is

- a) Protected by self-closing fire resisting doors that comply with FD30s as defined in BS PD6512: part 1 1985. They must resist the passage of fire and smoke for a minimum of 30 minutes
- b) clear of any obstacles and combustible materials (i.e. waste material)
- c) The Fire Safety Log Book must be used to record the periodic inspection and maintenance of the alarm system, fire fighting equipment and where applicable emergency lighting. This should be maintained and kept for inspection on the premises. *(Further details are obtainable from Lancashire Fire Rescue Service)*

**1.11 Gas Installations and Appliances**

Gas appliances will include gas fires, gas cookers, and gas boilers/water heaters. Gas installations are the pipe works, meter and fittings that enable appliances to be connected to the gas supply. Installations and appliances should be maintained in a safe condition and in accordance with the Gas Safety (Installation and Use) Regulations 1998. You will need to send a copy of the gas safety certificate provided by your plumber and write the plumbers Gas Safe registration number in the space provided. You will also need to give the name and address of the plumber who carried out your gas safety inspection.

### **1.12 Electrical Installations & Fittings**

Ensure that the electrical installation in the premises is checked and tested by a competent person and carry out any necessary repairs and modifications in accordance with their requirements of the current IEE Regulations. Please fill in the name and address of the contractor who last inspected the electrical safety of the property and enclose a copy of the valid electrical installation condition report with your returned application form.

### **1.13 Portable Electrical Appliances (PAT)**

If you supply any portable electrical appliances (e.g. kettle, vacuum cleaner) for use by the tenants in the property they must be tested by a qualified contractor and given a PAT safety certificate. Please enclose this certificate with your completed application form

### **1.14 Furniture & Soft Furnishings**

If you provide any soft furnishings such as beds, sofas, armchairs etc then you must ensure that they conform to Fire Safety Regulations (under The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 & 1993)). You may be asked to provide supporting evidence e.g. in the form of receipts that show when the furniture was purchased or by displaying a label to show it complies with Fire Safety Regulations.

The regulations apply to:

- Beds, headboards of beds and mattresses
- Sofa-beds, futons and other convertibles
- Nursery furniture
- Garden furniture which is suitable for use in dwelling
- Scatter cushions and seat pads
- Pillows
- Loose and stretch covers for furniture
- Extra or replacement furniture purchased for rented accommodation

The regulations do not apply to:

- Antique furniture or any furniture made before 1950
- Bed-clothes (including duvets)
- Loose covers for mattresses
- Pillowcases
- Curtains
- Carpets
- Sleeping bags

More information about this can be found at <http://www.letlink.co.uk/Facts/Lfacts3a.htm> or <http://www.dti.gov.uk/ccp/topics1/guide/furnitureguide.pdf> or by contacting your local Trading Standards office.

### **1.15 Tenancy Arrangements**

Please indicate whether you provide your tenants with a written tenancy agreement. If you do then please enclose a sample copy with your completed application form.

**1.16 Anti-Social Behaviour**

Please provide a brief description of any steps you take to prevent tenants or visitors to the property causing an anti-social behaviour problem around your property. This might include any action you have taken in the past or may be a clause in your tenancy agreement.

**Part 2 Details about the Applicant(s) and Manager(s)**

**2.1** Give details of the person who will be the proposed licence holder. (Note: please provide an email address and contact telephone number). For further guidance about the proposed licence holder please refer to the notes on page 1 of this document.

**2.2** The proposed licence holder and any manager must pass a Basic Disclosure and Barring Service (DBS) check. This can be done on line at <https://www.gov.uk/request-copy-criminal-record>

The licence will not be granted without a successful DBS check.. The list of convictions that will be considered in relation to the DBS check are listed in 2.10 on the application form.

**2.3** The person who is completing the application form should enter their details here. If this is the same person as 2.1 then please write 'proposed licence holder' in the space provided.

**2.4** If the person who is managing the property is not the person named in section 2.1 then you must complete their details in this section. This could be a managing agent or someone who deals with the property on a day to day basis but may not collect any rent.

**2.5** If the person controlling the house is not the proposed licence holder then they must provide their details here. A person having control of the property in normal circumstances is the legal owner/freeholder of the property. In circumstances where the owner/freeholder has leased the property to another person or company, the leaseholder will become the person having control of the property.

**2.6** If any persons agree to be bound by conditions on a licence you must give their details here. If this is a first time application then it is likely that this section will be left blank.

**2.7** If the proposed licence holder is also the licence holder for any other properties (under Parts 2 or 3 of the Housing Act) then the details of the property(ies) must be listed here

- 2.8** If any of the applicants named in 2.1 to 2.6 are a company, partnership, or trust then you must indicate this in this section (by deleting 2.8(a) as appropriate) then include all relevant details requested in 2.6(b) and 2.6(c).
- 2.9** If any details have been submitted for a company, partnership or trust in section 2.8, then any partners or trustees must give a contact address and sign in the space provided.
- 2.10** This section lists all the relevant offences that must be declared for the purposes of 'fit and proper'. Any person named in 2.1 to 2.8 must give details of any offence they may have from the list. Please state NONE if none apply.

### **Part 3 Informing others about this application**

This section lists the other interested parties who must be informed about your application for a licence of this property. The names and contact details of anyone you have informed of your application should be indicated in the section provided. Examples of notices you may use for this purpose are included at the end of these guidance notes.

### **Part 4 Declaration**

All persons detailed in 2.1 to 2.6 on the application form must sign and date this section. This confirms that all information given is correct. Please note that it is a criminal offence to give false or misleading information on this application form.

#### **Equal Opportunities Monitoring Form**

This is used for monitoring purposes only. The information provided will be treated in the strictest confidence and will not be included in the licence application process.

### **Plans Plans**

You need to provide a floor plan of each level of the building with each sleeping room used, or proposed to be used, for sleeping numbered as they will be numbered once the HMO is in use. Use the symbols from the chart provided to mark the appropriate details on the floor plan.

### **Table Table**

Either complete the table provided at the end of the example plans or provide your own table. The following information **must** be provided: - the floor level, the number of every room used or proposed to be used for sleeping, the number of occupants, description of the room and its dimensions.

**HOUSING ACT 2004, PART 2  
LICENSING OF HOUSES IN MULTIPLE OCCUPATION  
NOTICE OF APPLICATION FOR A MANDATORY LICENCE**

Notice is given that an application has been made to:

Council: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

Date application submitted: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

For a licence to operate a House in Multiple Occupation at:

\_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

**DETAILS ABOUT THE APPLICANT AND PROPOSED LICENCE HOLDER**

Details of the Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Details of the proposed licence holder: (if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

(a) Sample Licence Notice – Relevant Persons



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Council: \_\_\_\_\_

Address: \_\_\_\_\_  
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Date application submitted: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

For a licence to operate a House in Multiple Occupation at:

\_\_\_\_\_  
\_\_\_\_\_ postcode \_\_\_\_\_

**DETAILS ABOUT THE APPLICANT AND PROPOSED LICENCE HOLDER**

Details of the Applicant:

Name: \_\_\_\_\_

Details of the proposed licence holder: (if different from above)

Name: \_\_\_\_\_

Contact  
Address: \_\_\_\_\_

\_\_\_\_\_ postcode \_\_\_\_\_

Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

(b) Sample Licence Notice – Tenants