

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

Checklist of documents required for application process

	Please ensure that you have enclosed the following documents when you return your completed application form. Please refer to Guidance for Application form for further details if needed.	
	<u>Required items</u>	Tick off items here
	Current inspection certificate for fire alarms and detection systems	
	Current inspection certificate for emergency lighting system	
	Fire escape inspection log book (a copy of the book showing the last 12 months will suffice)	
	A valid Gas Safety certificate	
	Copy of valid electrical installation condition report (EICR)	
	A PAT electrical safety certificate for any portable electrical appliances	
	A copy of the licence/tenancy agreement	
	Any additional sheets (if used) making sure they are clearly labelled with the applicant's name and the section/sections they refer to	
	Application Fee	
	Results Certificate from Disclosure and Barring service(Basic DBS)	
	A floor plan of the property to be licensed with the table completed with the details of every room to be used for sleeping.	
	Completed HMO Mandatory Licence application form	

