

For office use only

Date received

Date passed to officer

Reference number

Fees received



South
Cambridgeshire
District Council

Application for a House in Multiple Occupation Licence

Please complete all the questions in the form using BLOCK CAPITALS.
If you have nothing to record, please state "Not applicable" or "None"

If you have more than one house in multiple occupations you will need to complete a separate application form for each property.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the application form.

If you require any more information on how to answer the questions please see the 'Notes for HMO Licence Application' at the back of this application form.

1	Address of property to be licensed	
1.1	Address Line 1	
1.2	Address Line 2	
1.3	Town/City	
1.4	Post Code	
1.5	Expiry Date:	

2	Applicant details				
2.1	Is the applicant the proposed licence holder?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			If yes, go to 3.1		If no, go to 2.2
2.2	First name(s)				
2.3	Surname				
2.4	Date of birth				
2.5	Address				
2.6	Town/City				
2.7	Post Code				
2.8	Email				
2.9	Main telephone number				
2.10	Other telephone number				

3	Proposed licence holder details	
3.1	First name(s)	
3.2	Surname	
3.3	Date of birth	
3.4	Address	
3.5	Town/City	
3.6	Post Code	
3.7	Email	
3.8	Main telephone number	
3.9	Other telephone number	

4		Manager Details					
4.1	Has an agent been employed to manage the house?	Yes	<input type="checkbox"/>	If yes, go to 4.2	No <input type="checkbox"/>	If no, go to 4.8	
4.2	First name(s)						
4.3	Surname						
4.4	Address						
4.5	Town/City						
4.6	Post Code						
4.7	Telephone number(s)						
4.8	Type of manager	Individual	<input type="checkbox"/>	Company	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
		Trustee	<input type="checkbox"/>	Other - please specify:			
4.9	Name (if company, please give full name)						
4.10	Address						
4.11	Town/City						
4.12	Post Code						
4.13	Telephone number(s)						
4.16	Email Address						

5a		Ownership details of the house to be licenced			
		Please provide the details of ownership and all others with a legal interest in the property to be licenced. Please note that licences are not transferable so in certain circumstances you may need to make an application for an initial licence.			
5.1	Full name of freeholder(s)				
5.2	Address				
5.3	Town/City				
5.4	Post Code				
5.5	Telephone number(s)				
5.6	Email Address				
5b		Details of any other person who may be bound by a condition of the proposed licence who is not referred to in parts 2, 3 or 4.			
5.7	Full Name				
5.8	Address				
5.9	Town/City				
5.10	Post Code				
5.11	Telephone number(s)				
5.12	Email Address				

6		Occupier Information			
6.1	How many individuals live at the property?	Current		Proposed	
6.2	How many households live in the property?	Current		Proposed	
6.3	How many separate letting units are or will be available?	Current		Proposed	
6.4	Are any of the people in parts 2, 3 or 4 living in the house?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6.5	If yes to 6.4, please state their name(s):				
		If yes, go to 6.5		If no, go to 7.1	

7	Amenities and Living Rooms				
	You must provide a sketch of the property showing layout and amenities including: heat/smoke detections, fire blanket/extinguishers and keyless escape points.				
7.1	How many shared baths and/or showers are there?	Baths		Showers	
7.2	How many shared WC's are there				
7.3	How many of the shared WC's are in a separate space to the bathroom?				
7.4	How many sets of shared kitchen facilities are there?	Sinks		Dishwashers	
		Oven hobs		Ovens (including combination microwave ovens)	
7.5	How many single bedrooms are there?	Ground floor		First floor	
		Second floor		Third floor	
7.6	Is there a shared dining room?				
7.7	Is there a shared living room?				
7.8	Are there any other shared room?	Yes	<input type="checkbox"/> If yes, go to part 7.9	No	<input type="checkbox"/> If no, go to part 8.1
7.9	Please specify which other shared rooms there are and state the use				

8	Gas and Electrics				
8.1	How many gas appliances are there in the property?				
8.2	Does a Gas Safe register contractor carry out safety checks for any gas appliances in the property? - If yes, please provide copies of the latest gas safety certificates and a copy of an electrical installation condition report (EICR) dated within the last 5 years.	Yes	<input type="checkbox"/> If yes, got to part 8.3	No	<input type="checkbox"/> If no, go to part 9
8.3	Are all portable electrical appliances in safe and serviceable working condition?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

9 Fire Safety					
9.1a	Does the property have a system of fire detection?	Yes	<input type="checkbox"/> If yes, go to part 9.1b	No	<input type="checkbox"/> If no, go to part 9.7
9.1b	A fire alarm control panel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1c	Heat detectors in the kitchen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1d	Main wired smoke detectors in rooms?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1e	Main wired smoke detectors in common parts?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1f	Battery powered smoke detectors in common parts only?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1g	Sounders/alarms on all levels?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.1h	Call points in the communal areas?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.2	If there is a main wired fire alarm and detection system, has it been tested in accordance with BS5839 at least quarterly?	Yes	<input type="checkbox"/> please provide a copy of a current certificate of testing showing compliance to BS5839	No	<input type="checkbox"/>
9.3	Is there a log book of inspection/testing?	Yes	<input type="checkbox"/> If yes, go to part 9.4	No	<input type="checkbox"/> If no, go to part 9.7
9.4	What is the date of the last entry?				
9.5	Name(s) of the person responsible for maintaining alarm system				
9.6	Where is the log book kept?				
9.7	Does the property have an emergency lighting system?	Yes	<input type="checkbox"/> If yes, go to part 9.8	No	<input type="checkbox"/> If no, go to part 9.9
9.8	If yes, has the system been tested in accordance with BS5266: Part 1: 1988 at least very year?	Yes	<input type="checkbox"/> Please provide a copy of the most recent periodic inspection and test certificate.	No	<input type="checkbox"/>
9.9a	Does the property have fire safety equipment?	Yes	<input type="checkbox"/> If yes, go to part 9.9b	No	<input type="checkbox"/> If no, got part 9.13
9.9b	Fire blankets in all kitchens	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.9c	Fire blankets in shared kitchens only	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.9d	Fire extinguisher?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.10	How many fire blankets are there and where are they located?				
9.11	How many fire extinguishers are there and where are they located?				
9.12	Has the fire safety equipment been serviced in the last 12 months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.13	Does each tenant have clear written instructions on what to do in the event of a fire?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.14	Are the tenants provided with upholstered furniture?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

9	Fire Safety				
9.15	Does it all comply with the Furnishing (Fire Safety) Amendment Regulations 1993?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

10	Tenancy Management				
10.1	Are the tenants provided with written details of the terms of their tenancy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.2	Please provide details of the scheme in which the tenancy deposits are retained.				

11	Relevant Information					
	<p>The provisions of the Rehabilitation of Offenders Act 1974.</p> <p>Relevant issues include:</p> <p>i) Criminal offences involving: Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003</p> <p>ii) Practiced unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in connection with a business.</p> <p>iii) Contravened any provision of housing or landlord & tenant law. These include but are not limited to:</p> <p>a. A Control Order under the Housing Act 1985 b. Proceedings by a local authority c. The local authority carrying out Works in Default d. A Management Order under the Housing Act 2004 e. Harassment or illegal eviction</p> <p>iv) Acted in contravention of any Approved Code of Practice (ACoP)</p> <p>v) Any criminal offence or subject to any other proceedings brought by a local authority or other Regulatory Body (for example breaches of the Environmental Protection Act 1990, planning control or compulsory purchase proceedings or fire safety requirements)</p>					
11.1	Please state the particulars of any relevant issues (see above) recorded against any person named in parts 2, 3 and 4 or any person associated or formerly associated on a personal or work basis with those named in parts 2, 3 and 4.	Name	Date	Court	Offence	Sentence
If you intend to add more people please attach a separate list of these with the information requested.						
11.2	In certain circumstances a CRB check on an applicant may be required. Would you agree to this if requested?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
11.3	Has any person named in parts 2, 3 and 4 of this form previously held or currently hold a licence for another HMO?	Yes	<input type="checkbox"/> If yes, go to part 11.4	No	<input type="checkbox"/> If no, go to part 11.5	
11.4	Please provide the full addresses of these properties, along with the details of authorities that issued the licence.					
11.5	Has any person named in parts 2, 3 and 4 of this form ever applied for and been refused a HMO licence?	Yes	<input type="checkbox"/> If yes, go to part 11.6	No	<input type="checkbox"/> If no, go to part 11.7	
11.6	If yes, please indicate which accrediting body?					

12a		Additional Information			
12.1	Is the proposed licence holder an accredited landlord?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			If yes, go to part 12.2		If no, go to part 12.3
12.2	Please indicate which accrediting body:				
12.3	Is the manager a member of a regulated body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
			If yes, go to part 12.4		If no, go to part 12.5
12.4	Please state which regulated body:				
12.5	Please list any training courses you have undertaken or conferences attended in the last three years which you feel make you a better landlord:				
12.6	Please use this space for any additional information you think may be relevant to the application. If there is not enough space, write on separate sheet and attach to the form.				
12b		Ethnicity			
We want to ensure that we are treating everybody fairly and providing the same quality of service to all sectors of the community. Please help us to do so by filling in this section. These details are for monitoring purposes only and will not be kept with the public record.					
12.7	White:	English	<input type="checkbox"/>	Northern Irish	<input type="checkbox"/>
		Welsh	<input type="checkbox"/>	British	<input type="checkbox"/>
		Scottish	<input type="checkbox"/>	Irish	<input type="checkbox"/>
		Other (please describe)			
12.8	Asian / Asian British:	Indian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
		Pakistani	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
		Other (please describe)		<input type="checkbox"/>	
12.9	Black / African / Caribbean / Black British:	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
		Other (please describe)		<input type="checkbox"/>	
12.10	Mixed / Multiple ethnic groups:	Mixed white and black Caribbean	<input type="checkbox"/>	Mixed white and black African	<input type="checkbox"/>
		Mixed white and Asian	<input type="checkbox"/>		
		Other (please describe)		<input type="checkbox"/>	
12.11	Other ethnic group:	Arab	<input type="checkbox"/>	Would prefer not to say	<input type="checkbox"/>
		Other (please describe)		<input type="checkbox"/>	

13 Application Checklist	
PLEASE RETURN THE FOLLOWING ITEMS ALONG WITH THIS COMPLETED APPLICATION FORM. ANY MISSING ITEMS MAY CAUSE A DELAY IN PROCESSING YOUR APPLICATION.	
13.1	Application form completed in full. <input type="checkbox"/>
13.2	Correct Fee made payable to South Cambridgeshire District Council - (New applications from 01.04.18 are currently £750.00 per 5 year period or £375.00 per 1 year license) <input type="checkbox"/>
13.3	Original Gas Safe certificate(s) <input type="checkbox"/>
13.4	An original current Electrical Installation Periodic Inspection Report from a competent electrician (if applicable i.e. if more than 5 years old) <input type="checkbox"/>
13.5	Original BS5839 test reports relating to the fire detection system (if applicable) <input type="checkbox"/>
13.6	Original BS5266 test reports relating to the emergency lighting system (if applicable) <input type="checkbox"/>
13.7	Original Energy Performance Certificate (EPC) <input type="checkbox"/>
13.8	A sketch of the property showing layout and amenities including: heat/smoke detections, fire blanket/extinguishers and keyless escape points. <input type="checkbox"/>
13.9	Original PAT test certificate <input type="checkbox"/>

You must submit these documents with your application in any event.

The Council may require you to submit, or you may wish to submit, other documents (for example, copies of planning permissions, building regulations approvals, tenancy/licence agreements, certified accounts (or summaries) in support of your application.

You must ensure that you submit with the application form all the documents that are listed in the checklist section above (for example not all properties will have gas appliances or fire detection systems). You must tick the appropriate boxes to inform the council which documents have been submitted.

Any section of the form that is not completed or any required document not submitted will result in the determination of the licence being delayed, and could lead to the refusal to issue a licence. Any delays in submitting a full application could result in the HMO being considered to be operating without a licence and could leave the persons in control vulnerable to enforcement action. Payment of the fee is part of the application and an application is not considered to have been made until the fee is paid. There is no provision to pay the fee by instalments

It is the Council's aim to issue (or refuse) a licence within 3 months of the proper and full application being made. If there are delays in providing information or documents to the Council when requested, this may delay the determination of the application. A licence cannot be deemed to have been issued or revoked if the determination is not made within this time.

To make a licence application valid (and thus for a landlord to fulfil their statutory duty to apply for a licence) we need:

1. A fully completed application form: Complete this online, or you can request a paper copy.
2. A signed Declaration: We will send this to you to complete and return.
3. The fee paid in full: We will send you a payment reference number and amount due.

You must provide contact details for all interested parties, including:

- Applicant
- Proposed Licence Holder
- Manager(s)/Person(s) having control
- Owner / Joint Owners/ Mortgagee
- Any Long Term Tenant(s) / Leaseholder(s)
- Any other person willing to be bound by the conditions of the licence
- The Mortgage provider(s) and relevant account number(s)

You must have informed all of these people of your intention to apply for an HMO licence before submitting your application, and you will be asked to provide the date on which you (the Applicant) informed each party.

You must also provide details of:

- Knowledge of the criminal record, if any, of the Applicant, Proposed Licence Holder and Manager
- Details of relevant accreditations, qualifications and professional memberships
- Knowledge of the existing Planning status of the house. NOTE: You must contact the Council's Planning and New Communities Department if your property has in excess of 6 unrelated persons to determine whether planning permission is required for a change of use.
- Details regarding the facilities and amenities of the house
- Details of the tenancy agreement(s)
- Details of the scheme in which the tenancy deposits are held

Please note:

- We must have separate contact details for all interested parties.
- Applicants who do not have their own email address can nominate a relative, friend or colleague to receive email communications on their behalf.
- Applicants who do not have their own access to the web can arrange with a relative, friend or colleague to submit an application on their behalf.

As the applicant, you must let certain persons know in writing that you have made this application or give them a copy of it.

The persons who need to know about it are:

- Any mortgagee of the property to be licensed;
- A mortgage provider/lender
- Any owner of the property to which the application relates (if that is not you) i.e. the freeholder and any head lessors who are known to you;
- Any other person who is a tenant or long leaseholder of the property or any part of it (including any flat) who is known to you other than a statutory tenant or other tenant whose lease or tenancy is for less than 3 years (including a periodic tenancy);
- The proposed licence holder (if that is not you);
- The proposed managing agent (if any) (if that is not you);
- Any person who has agreed that he will be bound by any conditions in a licence if it is granted.

You must tell each of these persons:

- Your name, address, telephone number and email address or fax number (if any);
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you);
- Whether this application is for an HMO licence under Part 2 or for a house licence under Part 3 of the Housing Act 2004;
- The address of the property to which the application relates;
- The name and address of the local housing authority to which the application will be made;
- The date the application will be submitted.

14	Declaration – Part 1				
	I declare that I/we have served a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I have made this application.				
14.1	Name	Address	Post Code	Date	Description of the persons interest in the property or the application

15	Declaration – Part 2
	This section must be completed by the applicant. If you are an agent please ensure this section is completed by the applicant.

I am aware that the information contained in this application is correct to the best of my knowledge. I understand that it is an offence if I 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 know is false or misleading or am/are reckless as to whether it is false or misleading.

I am entitled to work in the UK and am not subject to a condition preventing me from doing work relating to the carrying on of a licensable activity. I understand that my licence will become invalid if I cease to be entitled to live and work in the UK.

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

Name of applicant:			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	
Name of proposed licence holder:			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	
Name of manager:			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	
Name (if different to applicant):			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	
Name (if different to applicant):			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	
Name (if different to applicant):			
Signature: (Signing this box indicates you have read and understood the above declaration)		Date:	

Why are we asking for your personal information?

We require your personal data to enable us to comply with a legal obligation and enable us to review your application to be provided with the requested licence. There are laws in place, (HMO Act 2018), that tell us what information we have to collect and keep. We may automate decisions and will inform you if we have done this as soon as reasonably practicable and provide you with access to our Data Protection Policy.

You hold the following rights with regard to the personal data you provide us:

- Right to Access – You have the right to access (receive a copy) of your personal data and supplementary information.
- Right to Rectification – You have the right to have any inaccurate or incomplete personal data rectified
- Right to Restriction – You have the right to request a restriction of the processing of your personal data in situations where it is inaccurate, unlawful, and no longer needed for the poses for which it was originally collected, or if a withdrawal of consent has been made.

Sharing your information

We may share your personal data with Local Partner Authorities, Police, Legal, Courts, Internal/External audit, Disclosure and Barring Service, HM Revenue & Customs, as required. We may process the information you provide to prevent and detect fraud in any of our systems and may supply information to government agencies, credit reference agencies, audit or other external bodies for such purposes. We participate in the Governments National Fraud Initiative.

If any of the information we have about you is incorrect, please tell us, we are reliant on you assisting us to keep your information accurate and up to date.

Retention of your personal information

We only keep your information as long as necessary, for some items this will be dictated by law. You can find out more by looking at the Councils Retention Policy on the web site. We do not routinely process any information about you outside the UK. We will not transfer your personal data outside of the EU.

South Cambridgeshire District Council is a registered Data Controller with the Information Commissioners Office.

You can find out more about how we handle your data by visiting the Councils Privacy Notice page on the web site. If you have a query regarding your rights please contact the Data Protection Officer who can be contacted by emailing nfogov@3csharedservices.org or you can write to the Council and mark your letter for the attention of the Data Protection Officer. Alternatively you can call 07864 604221 or 01954 713318. You have the right to lodge a complaint with the Information Commissioners Office (ICO) should you believe any part of this statement to be unlawful.

NOTES FOR HMO LICENCE APPLICATION

Parts 1 – Address Of Property To Be Licenced

This part is to be filled with the address of the premises where the HMO licence will be for.

Part 2 – Applicant Details

If you are the person filling in this application form, then you are the 'applicant'. As the applicant you are required to complete every part of the application form and sign the declaration at the end of the form, confirming that the information you have provided is correct to the best of your knowledge.

As the applicant, you are required to provide your:

- Name
- Correspondence address
- Contact details
- Date of birth; and
- State your relationship to the proposed licence holder and your interest in the licensable property.

Your interest in the licensable property is your connection or involvement with the licensable property, which is usually, but always, of a legal nature such as:

- Freeholder
- Leaseholder
- Managing Agent

We understand that in some instances, the applicant may have no legal interest in the property, and may simply be completing the form on behalf of a relative or friend for example. If this is the case, please state this on a separate piece of paper which you will attach to this application.

Part 3 – Proposed Licence Holder Details

The 'proposed licence holder' is the person whose name will be on the licence (if issued). The proposed licence holder must be the person who is the most appropriate person to hold the licence for the property, and this is likely to be the person who receives the rent for the property.

As the applicant, you must provide the proposed licence holders details as follows:

- Type of proposed licence holder
- Name
- Correspondence address
- Contact details
- Date of birth (if the proposed licence holder is an individual)

If the proposed licence holder is a company, you must provide the address of the registered office and the names of the company secretary and directors.

If the proposed licence holder is a partnership or trust, you must provide the names of all the partners and trustees.

Part 4 – Manager Details

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 then complete section 3.1. You must provide the details of the person responsible for managing the property as follows:

- 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 section 3.2. 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).

Parts 5a and 5b – Ownership Details Of The House To Be Licenced/ Details Of Any Other Person Who May Be Bound By A Condition Of The Proposed Licence.

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 absolute title.

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 6 – Occupier Information

An 'occupier' means a person who occupies the property as a residence; this person can be a tenant, leaseholder, licensee or a person having an estate or interest in the property.

Children and babies are also considered to be occupiers, and should each be counted as one individual regardless of their age.

A 'letting' is any rented unit of accommodation, this could be a

- Room/bedsit
- Studio
- Flat
- Floor by floor let etc.
- House

For example, a house let as bedsits and rented to 5 people would count as five lettings.

A 'household' for the purposes of the Housing Act 2004 comprises:

- A single person; or
- Co-habiting couples (whether or not of the opposite sex); or
- A family, including parents, grandparents, children (including foster children, step-children and children being cared for), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins. Half-relatives will be treated as full relatives.

Any domestic staff are also included in the household if they are living in rent-free accommodation provided by the person for whom they are working.

Therefore, three friends sharing together are considered three households because they are not related as family.

If a couple are sharing with a third person that would consist of two households.

If a family rents a property this is a single household. If that family had an au-pair to look after their children that person would be included in their household.

A 'habitable room' is any room which can be occupied during the day. This includes bedroom, living room, dining room and a large kitchen where an armchair could be used. It does not include bathrooms, WC's and small kitchens.

When measuring rooms for plans please do not include any floor area which has a ceiling height below 1.53 m (5ft)

Parts 7 and 8 – Amenities and Living Rooms and Gas and Electrics

The most common 'gas appliance' in many properties is the central heating boiler, which provides hot water and/or heating. All associated fittings, including flues, are deemed to be included in the appliance. Wall mounted individual gas heaters need checking, as well as ovens and hobs, and anything else that uses gas as its power source.

Businesses and self-employed people working on gas fittings or appliances are legally required to be registered with Gas Safe. If you need to find a registered installer, or need to check anyone's registration, you can visit the Gas Safe website at www.gassaferegister.co.uk or telephone their Customer Services on 0800 408 5500.

The Gas Safety (Installation & Use) Regulations 1998 specify that it is the duty of landlords of relevant premises to ensure that all gas appliances, fittings and flues provided for tenants are safe. You must arrange safety checks on an annual basis and provide the council with copies – only certificates produced by bona fide Gas Safe Installers will be acceptable.

'Rooms and areas in common use' are essentially rooms and areas that are accessible by everyone occupying the property, and include shared kitchens and bathrooms, staircases, hallways and landings, storage rooms etc.

Examples of 'pests and vermin' that can affect rented accommodation are: rats, mice, squirrels, foxes, cockroaches, beetles, flies, silverfish, garden ants, pharaoh ants, wasps, bedbugs, fleas and moths.

Part 9 – Fire Safety

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.

In Part 8 of the form you are required to provide information of the fire safety provisions there are in the property that needs to be licensed. They include fire detection and emergency lighting systems, and other fire precautions such as fire doors and a protected means of escape (i.e. staircases, landings etc.). Please tick the appropriate boxes on the form to indicate what fire safety measures there are in the property.

A '30 minute fire door' is one which must be capable of providing 30 minutes fire resistance in terms of integrity when tested or assessed to BS 476: Part 22: 1987.

An 'emergency lighting system' is designed to automatically illuminate the escape route upon failure of the supply to the normal artificial lighting. Any emergency lighting system installed in the property must comply with BS 5266: Part 1: 1988.

'Fire safety equipment' such as extinguishers and fire blankets where provided must be checked periodically and the correct sort of extinguisher must be provided. As a general guide, water extinguishers are required in escape routes, and carbon dioxide extinguishers along with fire blankets are required in shared kitchens.

The Furnishings (Fire safety) Amendment Regulations 1993 set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. Upholstered furniture must have fire resistant filling material and must pass a cigarette resistance test and permanent covers must pass a match resistance test.

Landlords letting residential property will be expected to ensure that any soft furniture complies with these regulations.

'Upholstered furniture' which is covered by the above regulations include: beds, headboards, mattresses, sofa-beds, nursery furniture, garden furniture which can be used indoors, furniture in new caravans, scatter cushions, seat pads and pillows and loose and stretch covers for furniture. You should be looking for furniture which is properly labelled as meeting the requirements of the regulations.

Part 10 – Tenancy Management

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 landlord (10.1).

Part 11 – Relevant Information

Part 10 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.

Part 12 – Additional Information

Part 11 gives you an opportunity to demonstrate whether the landlord takes any steps to keep themselves informed of good management practices and any changes in the law which could affect his duties as a landlord.

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.

Please use this section if you require any further space to answer any of the previous questions (please indicate which question your answer relates to). You can also use this area to add any further information that you feel could be relevant to your application.

Part 13 – Application Checklist

You must ensure that you submit with the application form all the documents that are listed in the checklist section at the end of the form where relevant (for example not all properties will have gas appliances or fire detection systems). You must tick the appropriate boxes to inform the council which documents have been submitted.

Any section of the form that is not completed or any required document not submitted will result in the determination of the licence being delayed, and could lead to the refusal to issue a licence. Any delays in submitting a full application could result in the HMO being considered to be operating without a licence and could leave the persons in control vulnerable to enforcement action. Payment of the fee is part of the application and an application is not considered to have been made until the fee is paid. There is no provision to pay the fee by instalments

It is the Council's aim to issue (or refuse) a licence within 3 months of the proper and full application being made. If there are delays in providing information or documents to the Council when requested, this may delay the determination of the application. A licence cannot be deemed to have been issued or revoked if the determination is not made within this time.

The fee for 2018/19 year is £750.00 per licence for a maximum of 5 years (or £375.00 per 1 year licence)

Parts 14 and 15 – Declaration Part 1 and 2

You must complete Part 13 by using the space provided to list the names, addresses and descriptions (e.g. leaseholder, mortgagee etc.) of all persons who need to know that an application for an HMO licence has been made. The full list of persons who must be informed of the application are listed in Part 13 of the form.

If you require more space to complete Part 13, please use the space provided or continue on additional sheets of paper, making sure you clearly number the sheets and attach them securely to the form.

The declaration must be signed and dated by:

- The applicant
- The proposed licence holder (if different to the applicant)
- The manager (if there is a manager)