

# APPLICATION FOR A LICENCE FOR A HOUSE IN MULTIPLE OCCUPATION

## Guidance Notes

This guidance is intended to help applicants complete the application form. Contact the Private Sector Renewal Team on 01322 343216 for further advice.

## Completing the Form

The following tables summarise the questions on the application form. Questions highlighted in grey are applicable in all cases. Other questions only need to be completed in certain circumstances e.g. if the applicant and licence holder are different people or if a manager is employed.

In the opening statement 'This application refers to' (page 1), you should insert the full postal address of the property to be licensed (including postcode).

### Part 1 –Details of Applicant

| Question |  | Page  |
|----------|--|-------|
| 1        | Name and address details: This could be an individual or a company. If you are applying as a company further details will be required.   | 2     |
| 2        | Only needs to be completed if applying as a company: details of all partners and company secretary required.   | 2 - 3 |
| 3        | Only needs to be completed if you will be employing a manager or rent collector to act on your behalf. (In this case Part 2 of the application form will also need to be completed | 3     |

### Part 2 – Proposed Licence Holder Information

| Question |  | Page  |
|----------|--|-------|
| 1        | Name and address details of the person or company to hold the licence: If the licence is to be held by a company further details will be required.   | 4     |
| 2        | Only needs to be completed if applying as a company: details of all partners and company secretary required.   | 4 - 5 |
| 3        | Fit and proper person information, if any boxes are ticked in this section then full details should be provided. We may additionally have to obtain information from Criminal Records Bureau and information from other authorities<br>The application cannot be considered unless the proposed licence holder has signed 3.4 to agree to these approaches.<br>Also details of any other properties (in this or any other borough) for which you are the licence holder. | 5 - 7 |

### Part 3 – To Be Completed If Manager Employed

| Question No. |   | Page  |
|--------------|---|-------|
| 1            | Name and address details of the manager employed by the licence holder  | 8     |
| 2            | If the manager is a company, full company details to be provided.   | 8 - 9 |
| 3            | Fit and proper person information relating to the manager / management company. If any boxes are ticked in this section then full details should be provided. We may additionally have to obtain Criminal Records Bureau information and information from other authorities The application cannot be considered unless the manager has signed 3.4 to agree to these approaches | 9 -10 |

### Part 4 – Details of person in control of the HMO

| Question No. |  | Page |
|--------------|--|------|
| 1            | Name of person in control of property (i.e. person who receives rent from the tenants) | 11   |

### Part 5 – Details of the Property to Be Licensed

| Question No. |   | Page    |
|--------------|---|---------|
| Sketch Plan  | Sketch plan of each floor of the property showing all rooms (as per example on page 12)               | 13 - 16 |
| 1            | Construction details and information relating to planning consents or building regulations approvals. | 17      |
| 2            | Occupation details and specifically the number of occupants for which you like a licence              | 17 -18  |
| 3            | Occupation details of each letting within the property  | 18      |

## Part 6 – Facilities and Management

| Question No. |  | Page    |
|--------------|--|---------|
| 1            | Maintenance and inspection details   | 19      |
| 2            | Fire precaution details  | 19 - 20 |
| 3            | Heating and utility details  | 20      |
| 4            | Electrical appliances and furniture details.   | 20      |
| 5            | Tenancy details including copies of tenancy agreements   | 20      |
| 6            | Financial Status This information must be provided to enable your application to be considered | 20 - 21 |

## Part 7 – Declaration of Applicant and Licence Holder

| Question No. |   | Page    |
|--------------|---|---------|
| 1            | <p><b>Declaration relating to service of notice of application</b><br/>Contact details must be provided of any person having an interest in the property, and you must inform all of these people that you have made this application. (The front page of the application form gives you information about who you should inform and what you need to tell them)</p> <p>You then need to sign the declaration to confirm that you have done this.(applicant and licence holder both to sign if they are different people)</p> | 22 - 23 |
| 2            | <p><b>Declaration of applicant and licence holder</b><br/>declaration to confirm all information given in form is correct .(applicant and licence holder both to sign if they are different people)</p>   | 24      |

**NOTE – Please check form is signed as follows:-**

|              |         |  |
|--------------|---------|--|
| PART 1 (2.4) | Page 3  | ONLY if Applicant is a company                               |
| PART 2 (2.4) | Page 5  | ONLY if proposed Licence Holder is a company                 |
| PART 2 (3.4) | Page 6  | MUST be signed - Licence holder                              |
| PART 3 (3.3) | Page 10 | ONLY if Manager employed.                                    |
| PART 7 (1)   | Page 22 | MUST be signed – applicant                                   |
| PART 7.(2)   | Page 24 | MUST be signed - applicant (and licence holder if different) |

**Please ensure all relevant documents are submitted with your application:**

|        |  |
|--------|--|
| PART 1 | Proof of address documents, e.g. driving licence, recent tax correspondence. Original only       |
| PART 2 | Proof of address (only if licence holder is a different person than the applicant) Original only |
| PART 6 | Copies of all tenancy agreements.  |