

Checklist for supporting documents

1. Fee enclosed or payment receipt number provided

A five year licence fee costs £695 or £645 if the property is accredited by the Council's Accreditation Scheme - a scheme which recognises premises attaining high standards of maintenance/facilities.

How to Pay:

By cheque- made payable to Dartford Borough Council and crossed A/C Payee, with your completed application form.

By Telephone: You can call the credit/debit card hotline on (01322) 343760 between 9am and 4 pm, Monday to Friday, **quoting 'HMO Licence Payment'**. You will be given a receipt number on payment. **The Council can only accept payments by Maestro, Mastercard, Visa, Electron or Solo**

On Line: Via the Business Link on line application facility

In person: at Cashiers Offices:

Civic Centre Open Monday, Tuesday, Thursday and Friday 9am - 3pm.
Swanscombe Open Monday, Tuesday, Thursday and Friday 9am - 1pm.

2. Proof of address
3. Completed sketch plan/enclosed copies of pre-existing plans
4. Planning/Building Regulation Consent/certificates *
5. Fire precaution system test certificate*
6. Emergency lighting test certificate*
7. Service contract for alarm and lighting systems*
8. Gas Safety Certificate*
9. Electrical safety certificate*
10. Copy of Tenancy Agreement/Written Terms
11. Signed Data Protection Declaration (attached)
12. Fire Risk Assessment

*If applicable/available

Data Protection Act 1998 Notification Clause

The information you have provided on the application form will be used to process your application for a licence for a House In Multiple Occupation. It will be held securely and used in connection with your application.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Courts, Bailiffs, Department of Works and Pensions, Inland Revenue and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

DECLARATION

I am/ We are aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external organisations/bodies.

Signed.....

Signed.....

Date.....

Date.....

All personal data is kept accurate, up to date and secure to prevent accidental loss destruction or damage. The extent of the measures taken by the Council will depend upon the sensitivity of the information. Personal data will not be kept for longer than is necessary for their purpose.

You have a right of access to your personal data and the right to check and correct the information and may pursue a query or complaint on matters related to your personal data.. Further information on your rights may be obtained by contacting The Data Protection Officer, Dartford Borough Council Civic Centre Home Gardens Dartford Kent DA1 1DR Tel: 01322 343634, Fax: 01322 343422 , Email: dataprotection@dartford.gov.uk ,Website: <http://www.dartford.gov.uk>