

Mandatory HMO Application

Housing
Act 2004
PART 2



Please return and complete this application form to the following address:

Address:	ENVIRONMENTAL HEALTH East Staffordshire Borough Council, Town Hall, King Edward Place, Burton on Trent, Staffordshire, DE14 2EB
Telephone	01283 508 578
Email:	ehsupport@eaststaffsbc.gov.uk

For Office Use only:

Licence Holder

HSO Ref:

Received Date

HMO Application form Guidance

Below is guidance that should be used to assist you when filling in the proceeding application. An individual application should be made for each property to be licenced including individual flats. Where part one details remain the same however this need only be completed once for multiple applications.

Part One – Application Summary

For every licence there must be a named licence holder. The council has a duty to grant a licence to the most appropriate person and in most circumstances, this would be the owner of the property. In some circumstances however, it may be a leaseholder or a managing agent/manager. It is the owner's responsibility to ensure that an application for a licence is made for their property.

The proposed licence holder must have the power to:

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

If the owner has nominated a managing agent to be the proposed licence holder, they must have the power to undertake the listed conditions above.

If the proposed licence holder is not available to manage the property, it is advisable to appoint a local manager who is authorised to deal with emergency repairs and any issues concerning anti-social behaviour. This manager will be named on the licence.

If the owner/freeholder of the property has leased the property to another person or company, the leaseholder will be the person having control of the property and may then be then be the most appropriate person to be a licence holder.

If a company applies to be licence holder, they must nominate an appropriate person to hold the licence within that company.

Part Two – Fit and Proper Person Details

In deciding whether an application should be granted, the Council must have regard to the evidence that shows that the proposed licence holder and manager are fit and proper persons. In some cases the Council may require a full declaration of suitability by requesting the Licence Holder and Manager to complete a Disclosure and Barring Service check.

Part Three – Property Details

A single household refers to persons who are all members of the same family such as: married or cohabiting couples or other relationships such as parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece, cousin, half-blood relationship and stepchild. Additionally, a person living with his/her employer is classed a living in the same household, such as carer.

If you require any assistance filling in this application then please get in contact

Part Four – Declarations

Please complete all the declarations applicable. It is a criminal offence to knowingly supply information that is false or misleading for the purposes of obtaining a licence. Under Section 238 of the Housing Act 2004, a person who commits an offence is liable to a fine not exceeding £30,000.

Documents

Documents can either be scanned and emailed to the Environmental Health Team at ehsupport@eaststaffsbc.gov.uk, posted to or brought in to Environmental Health, The Town Hall, King Edward Place, Burton on Trent, Staffordshire, DE14 2EB from 9:00AM to 5:00PM Monday – Friday.

Supporting Documents

To ensure your application is valid, you have to submit all documents listed below along with the application form and ensure you submit separate application forms if you are applying for more than one property.

- Proof of identity (photo ID) of proposed licence holder e.g. passport, driver licence (with photograph (copies only)).
- Licence holder evidence of permanent residential address e.g. driving licence (if not used as proof of Photo ID), utility bill, bank statement dated within six months.
- Proof of ownership of property (e.g. land registry title).
- Authorisation letter from the property owner/co-owner (if the proposed licence holder is not the owner or is a joint owner) stating that the owner(s) give the proposed licence holder permission to manage the property on their behalf. The proposed licence holder must have the power to collect rental income, set up and terminate tenancies, access all parts of the dwelling and able to authorise repairs and maintenance to the property.
- If the property is leased, please provide a copy of the current lease (copies only).
- Copy of current gas safety certificate of the rented property (copies only).
- Property fire risk assessment (copies only).
- Satisfactory test certificate for fire detection (copies only).
- Satisfactory test certificate for emergency lighting (copies only).
- Electrical installation condition report (EICR) or similar (copies only).
- Portable appliance testing (PAT) certificate, if applicable (copies only).
- Copy of the latest tenancy agreement.

Payment for your licence

Following receipt of a valid and complete application, you will be sent an invoice for the fee of the licence. Details of how to pay this fee will be included with that documents. For further information on search Selective Licensing on our website: <http://www.eaststaffsbc.gov.uk>

If you require any assistance filling in this application then please get in contact

PART ONE: APPLICATION SUMMARY

This section must be completed in full

Please read the guidance notes carefully prior to completing this form. You may fill in this form digitally or in **blue** or **black** ink only. Please write clearly within the boxes provided. If you make a mistake, or do not complete all the relevant sections, it may delay the processing of the application and incur further charges. This is an application form and does not guarantee the granting of a licence. If you have any queries or require any assistance completing the form, please telephone **01283 508578** or email ehsupport@eaststaffsbc.gov.uk.

FAILURE TO APPLY FOR A HMO LICENCE FOR A PROPERTY THAT IS SUBJECT TO MANDATORY LICENSING IS A CRIMINAL OFFENCE AND MAY RESULT IN A FINANCIAL PENALTY UP TO £30,000.

ADDRESS OF PROPERTY TO BE LICENSED:

Postcode:

Please indicate who is making the application:

Owner	Manager/Managing Agent	Other (please state):
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Please indicate the type of application being made:

Application for a new Licence	<input type="radio"/>
Application for a variation of an existing Licence	
Renewal of a Licence	

Please indicate the type of property for which the application is being made:

House in multiple occupation	
Flat in multiple occupation	
House in a building used for both residential and business purposes	
Other	

Please indicate how the HMO is operating:

House comprising of bedrooms with shared facilities	
House converted into bedsits with some shared facilities	
A dwelling-house with a live-in landlord and lodgers	
A hostel or care home	
Supported lodgings	

PART ONE: DETAILS OF INTERESTED PARTIES

This section must be completed in full

1.1 PROPOSED LICENCE HOLDER:

In the case that this is a company, partnership, charity or trust please fill in section 1.7.

Title:	Mr	Mrs	Miss	Ms	Other:
Full Name:					
Business Name if relevant:					
Residential or Business Address:					
Postcode:					
Home Telephone No:					
Work Telephone No:					
Mobile Telephone No:					
E-mail Address:					
Interest in the property:					

1.2 OWNER: (where this is different from the Proposed Licence Holder) – if there is more than one owner please add their details on separate sheets

Title:	Mr	Mrs	Miss	Ms	Other:
Full Name:					
Business Name if relevant:					
Residential or Business Address:					
Postcode:					
Home Telephone No:					
Work Telephone No:					
Mobile Telephone No:					
E-mail Address:					

1.3 If the proposed licence holder is not the owner/sole owner of the property, the owner/co-owner and proposed licence holder must sign the following declaration.

I, as the owner of the above property, hereby give my consent to the above named being licence holder.

Name – please print:		Date:	
Signature:			

I consent to being named as the proposed licence holder of the above property.

Name – please print:		Date:	
Signature:			

1.4 MANAGING AGENT: (where this is different from the Proposed Licence Holder)					
Title:	Mr	Mrs	Miss	Ms	Other:
Full Name:					
Business Name if relevant:					
Residential or Business Address:					
Postcode:					
Home Telephone No:					
Work Telephone No:					
Mobile Telephone No:					
E-mail Address:					

1.5 LEASEHOLDER: (if not any of the above) – must be a named individual						
Title:	Mr	Mrs	Miss	Ms	Other:	
Full Name:						
Business Name if relevant:						
Residential or Business Address:						
Postcode:						
Home Telephone No:						
Work Telephone No:						
Mobile Telephone No:						
E-mail Address:						
1.6	Do you alone or jointly with others, hold a lease with at least 5 years to run?				Yes	No
Please send a copy of the current lease with the application form.						

1.7 If the proposed licence holder is part of a company, partnership, charity or trust please provide contact details below:				
	Limited Company	Partnership	Charity	Trust
Full Name:				
Business Address:				
Postcode:				
Telephone no:				
E-mail:				
Registered Company Number:				

1.8	Have any of the above applied to ESBC for a Housing Licence?			Yes	No
1.9	Have any of the above applied to another authority for a Housing Licence?			Yes	No
Please provide details:					
	Local Authority	Applicant Name	Property Address	Date Applied/Granted	

1.10	Please outline which address should be used to send official correspondence including legal notices. This will be the address used on the public register.				
	Proposed Licence Holder	Owner	Managing Agent	Leaseholder	
1.11	Please indicate your preferred contact method (for correspondence regarding your application).				

PART TWO: FIT & PROPER PERSON DETAILS

This section must be completed in full

When considering an application for a licence, the Local Authority must be satisfied that the proposed Licence Holder is a "Fit and Proper" person to hold a Licence. It is therefore necessary that the following details be supplied about the proposed Licence Holder and any other person that the applicant proposes will be involved in the management of the house.

2.1 PROPOSED LICENCE HOLDER:

Title:	Mr	Mrs	Miss	Ms	Other:
Full Name:					
Business Name if relevant:					
Residential or Business Address:					
	Postcode:				
Home Telephone No:					
Work Telephone No:					
Mobile Telephone No:					
E-mail Address:					
Proof of identity and current address (two to be supplied):	Passport Other:	Utility Bill	Birth certificate	Drivers Licence	
Interest in property:	Owner Other:	Manager	Leaseholder		

2.2 MANAGING AGENT: (if different from the licence holder)

Title:	Mr	Mrs	Miss	Ms	Other:
Full Name:					
Business Name if relevant:					
Residential or Business Address:					
	Postcode:				
Home Telephone No:					
Work Telephone No:					
Mobile Telephone No:					
E-mail Address:					
Please fill in the details below if you are an individual and not part of a company.					
Proof of identity and current address (two to be supplied):	Passport Other	Utility Bill	Birth certificate	Drivers Licence	
Interest in property:	Owner Other:	Manager	Leaseholder		

2.3 Is the proposed licence holder a member of any landlords association e.g. RLA NLA? please indicate:

Organisation	Since

2.4 Please list any training courses attended – relevant to property management – by the proposed licence holder in the last three years.

Training Course	Date

2.5 Has the proposed licence holder or manager:

Committed any offence (Subject to the Rehabilitation of Offenders Act 1974) involving fraud or other dishonesty (including benefit fraud), violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003?

Proposed Licence
Holder

Manager

Yes

No

Yes

No

2.6 Has the proposed licence holder or manager:

Practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in or in connection with any business?

Proposed Licence
Holder

Manager

Yes

No

Yes

No

2.7 Has the proposed licence holder or manager:

Contravened any legislation to housing, public health, environmental health or landlord and tenant law?

Proposed Licence
Holder

Manager

Yes

No

Yes

No

2.8 Has the proposed licence holder or manager, been convicted for non-compliance of a statutory notice under:

Housing, Environmental Health, Landlord and Tenant, Public Health, Health and Safety, Building Regulations or Planning laws?

Proposed Licence
Holder

Manager

Yes

No

Yes

No

2.9 Has the proposed licence holder or manager ever been in control of a property:

Subject to a Control Order or Management Order

Where works have been carried out in default?

Been refused a licence?

Breached conditions of a Housing Act 2004 licence?

Proposed Licence
Holder

Manager

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

2.10 If you have answered yes to any of the above questions please provide more details below:

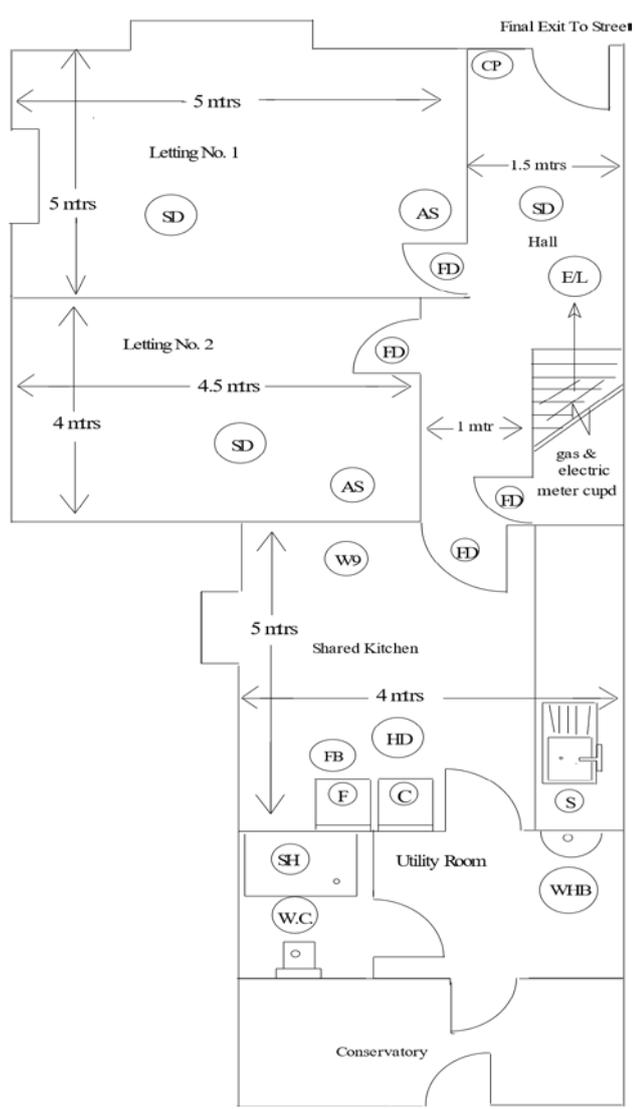
PART THREE: DETAILS OF PROPERTY TO BE LICENSED

This section must be completed in full

Please attach a sketch plan, with measurements, showing the location and size of each room in the property. Below is an example showing the type of sketch and detail required. Please use the abbreviations listed below to mark details on the plan. Please provide a separate sketch of each floor level of the property. Please add additional sheets if you require further space. If you already have plans of the property you may submit these separately. If you are renewing a licence, and there have been no material changes to the layout, amenities and fire precautions in the previous 5 year period, please sign declaration 3.1 below and no sketch plan will be required.

EXAMPLE GROUND FLOOR PLAN

KEY TO SYMBOLS TO BE USED ON PLAN



- FD FIRE DOOR
- EL EMERGENCY LIGHTING
- SD SMOKE DETECTOR
- HD HEAT DETECTOR
- AS ALARM SOUNDER
- CP CALL POINT
- FB FIRE BLANKET
- W9 WATER EXTINGUISHER
- AAF FOAM EXTINGUISHER
- SH SHOWER
- WC WATER CLOSET
- C COOKER
- S SINK
- F FRIDGE
- B BATH
- WHB WASH HAND BASIN
- FAP FIRE ALARM PANEL

Either

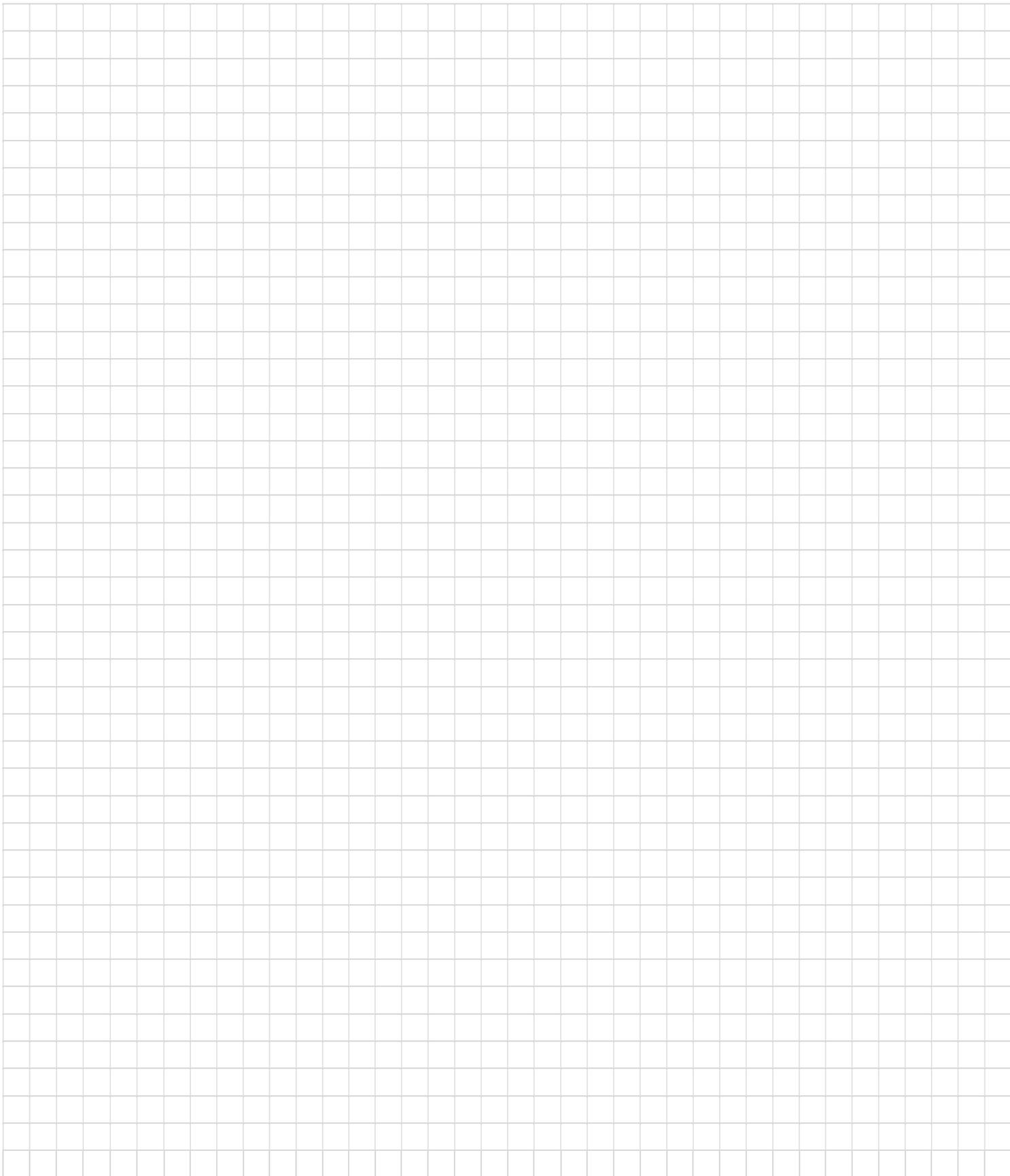
LICENCE RENEWAL ONLY

3.1 Declaration – To be completed by Owner / Manager if this is a LICENCE RENEWAL only

I/We declare that there have been no material changes to the property in the last 5 years / since our last HMO licence application. Plans submitted at that time still provide a true reflection of the current layout, provision of amenities and fire precautions provided at the property to date.

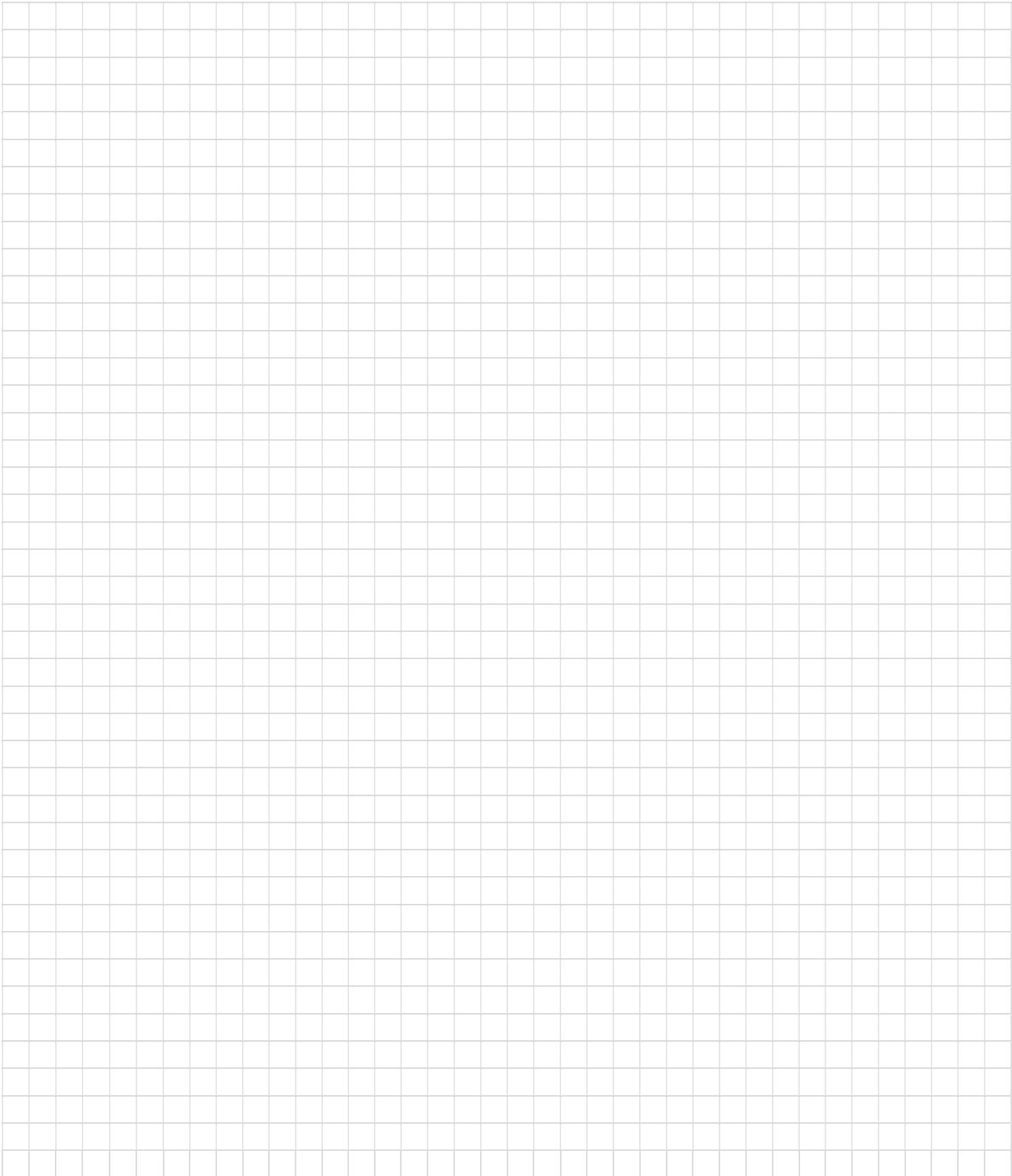
Name – please print:		Date:	
Signature:			
Interest in the property			

Sketch Plan – *Please indicate floor level:*



Notes

Sketch Plan – *Please indicate floor level:*



Notes

3.2 DETAILS OF PROPERTY TO BE LICENSED

Please indicate the type of property:			
Detached	Semi-Detached	Mid- Terrace	End Terrace
Other:			
Please give the approximate date of construction of the property:			
Pre 1920	1920-1945	1946-1979	Post 1979
If the property has been converted to a HMO, please give the approximate date:			
If the property has been converted to self-contained flats, please give the approximate date:			
If converted in accordance with 1991 Building Regulations please provide a completion certificate.			
How many storeys are there in the property (including basements and attic flats)?			
Is any part of the property used for separate commercial activity?		Yes	No
If yes, please provide details and location of the commercial activity below:			
How many letting units are there in the property? i.e. how many individual bedrooms			
How many households/families occupy the property at present?			
How many individual persons occupy the property at present?			
Does the property owner, landlord or manager also live in the property?		Yes	No
Is the proposed licence holder the live-in owner, landlord or manager?		Yes	No
If the landlord lives in the property to be licensed, how many of his/her family members also live in the property?			
Which flat/rooms in the property are occupied by live-in owner, landlord or manager's household?			
Please indicate the max. n. of households you would like the licence for:			
Please indicate the max. n. of occupants you would like the licence for:			

3.3 DETAILS OF INSTALLATIONS AND APPLIANCES

Please complete the following table, based on current occupation, indicating the number of facilities and whether they are shared or for sole use. Children of any age, including babies, must be included in the number of people.

		N. of facilities	N. of people sharing
Rooms providing living accommodation	In the case of dual use, please count as sleeping accommodation		
Rooms providing sleeping accommodation			
Bathroom with toilet, wash hand basin with bath and/or shower			
Separate bath with hot and cold water			
Separate shower with hot and cold water			
Separate toilet with wash hand basin			
Separate toilet without wash hand basin			
Kitchen			
Cooker			
Sink with drainer with a supply of hot and cold water			
Fridge freezer			
Fridge without freezer			
Separate freezer			
Microwave oven			
Food storage cupboard			

Fixed work surface for food preparation – please indicate quantity in linear metres		
Electrical sockets in kitchen area above work tops (indicate single or double)		
Electrical sockets in kitchen area below work tops (indicate single or double)		
Please indicate the type of ventilation installed in each shared kitchen area, such as windows, extract ventilation, none, other:		
What refuse disposal facilities have been provided (including kitchen areas/outside)? Please note that you should have notified the council waste management team that you are operating the property as a HMO and you should ensure you have a sufficient bins/collection arrangements in place.		
Please indicate the type of ventilation installed in each shared bathroom area, such as windows, extract ventilation, none, other:		
Does every unit of living accommodation contain a wash hand basin?	Yes	No

3.4 DETAILS OF SERVICES & MANAGEMENT

Some questions in this section are marked *. You must complete these questions to enable your application to be considered.

This section also includes some questions providing information that will enable us to make an assessment of the priority for inspection of the property. You are not obliged to answer these questions. However, if you do not do so, we are likely to consider the property to be a higher priority for inspection.

Is there a schedule for:

Planned maintenance	Yes	No
Inspection of furniture / facilities / equipment	Yes	No

If yes please provide brief details below:

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3.4.1 Fire precautions:

Is there a system of smoke / heat detectors incorporating:	Yes	No
• A fire alarm panel	Yes	No
• Emergency lighting in the common hallways	Yes	No
• Mains powered smoke / heat alarms in kitchen / common rooms and hallways	Yes	No
• Battery operated smoke alarms	Yes	No
• Sounders / alarms on all levels	Yes	No
Is a contractor employed to maintain and inspect the fire alarm system?	Yes	No
If yes, please state who:		
Is there a log-book of inspection / testing? If yes, please provide copy.	Yes	No
Is there a current emergency lighting test certificate? If yes, please provide copy.	Yes	No

Is there a service contract for the alarm and lighting systems? If yes, please provide copy.	Yes	No
Are fire extinguishers provided?	Yes	No
If yes, please state type and location:		
Is the Fire detection system in full working order?	Yes	No
Are the kitchens / kitchen areas protected by fire doors?	Yes	No
If yes, are these fire doors fitted with:		
• Smoke seals	Yes	No
• Intumescent strips	Yes	No
• Self-closers	Yes	No
Are the remaining rooms opening on to the main escape route protected by fire doors?	Yes	No
If yes, are these fire doors fitted with:		
• Smoke seals	Yes	No
• Intumescent strips	Yes	No
• Self-closers	Yes	No
Is the escape route kept clear of flammable material and other obstructions?	Yes	No
Are fire blankets provided in the kitchens?	Yes	No
Do you provide any fire safety training/advice to occupiers?	Yes	No

3.4.2 Heating and utilities

What form of heating does the property have?		
• Gas-fired central heating	Yes	No
• Off-peak night storage heaters	Yes	No
• Individual wall-mounted gas heaters	Yes	No
• Individual wall-mounted electric heaters	Yes	No
• Other – please specify:	Yes	No
Is heating provided in each unit of living accommodation?	Yes	No
Is there a gas installation to the property? If yes, please enclose a copy of a valid landlords' Gas Safety Certificate.	Yes	No
Has a competent electrical engineer issued an electrical safety certificate (Electrical Installation Condition Report, EICR) within the last five years, certifying that the whole electrical installation is safe for use? If yes, please enclose a copy.	Yes	No

3.4.3 Electrical appliances and furniture

Is furniture provided in the property?	Yes	No
If yes , is all upholstered furniture compliant with current fire safety regulations?	Yes	No
Are electrical appliances provided in the property?	Yes	No
If yes , are all electrical appliances in full and safe working order?	Yes	No

3.4.4 Tenancy management

Please confirm whether the following is provided for the tenants:		
• Tenancy agreement/written details of terms of tenancy	Yes	No
• Rent book/receipts	Yes	No
• Repairs contact/procedure	Yes	No
• Emergency telephone numbers for all contractors	Yes	No
Are other occupiers provided with a written statement of the terms of their occupancy?	Yes	No

3.4.5* Financial status		
A licence holder must have the financial arrangements necessary to make sure that the property is properly managed and maintained.		
Is the proposed licence holder or any other person involved in the management of the house an undischarged bankrupt?	Yes	No
If yes, please provide details.		
Are there any outstanding County Court judgements against the proposed licence holder or any other person involved with the management of the house or any company of which they are director or secretary?	Yes	No
If yes, please provide details.		
If the proposed licence holder does not hold a freehold interest or long lease with full repairing obligations please answer the following questions:		
Do they have power to carry out any works required by the local authority?	Yes	No
Is there any financial limitation on the amount of work they can carry out?	Yes	No
Please detail below the value of work that can be carried out without further authorisation, and the procedure that must be followed if works exceed this limit.		
Any further information that will help to assess the management skills of the proposed licence holder / manager should be provided here. Please use extra sheets of paper if necessary.		

PART FOUR DECLARATION

This section must be completed in full

You must let certain people know in writing that you have made this application or give them a copy:

- Any mortgagee of the property.
- Any owner of the property to which this application relates if that is not you.
Any other person who is a tenant or 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 of less than three years, including periodic tenancy.
- The proposed licence holder – if that is not you.
- The proposed managing agent, if any – that is not you.
- Any person who has agreed that they will be bound by any condition(s) in a licence if it is granted.

You must tell each of these people:

- Your name, address, telephone number and e-mail address.
- The name, address telephone number and email address of the proposed licence holder – if it will not be you.
- This is an application under Part 2 (Houses in Multiple Occupation) of the Housing Act 2004.
- The address of the property it relates to.
- The name and address of the local authority to which the application will be made.
- The date of the application will be submitted.

Please provide full details of all persons with an interest in your property.

E.g. your Mortgage Provider.

Name of mortgage provider:

Full postal Address:

Postcode:

E-mail address:

Date you informed them:

Name:

Full postal Address:

Postcode:

E-mail address:

Date you informed them:

Name of mortgage provider:

Full postal Address:

Postcode:

E-mail address:

Date you informed them:

Declarations of Applicant and Proposed Licence Holder

- I declare that the information contained in this application is correct to the best of my knowledge.
- I understand that a criminal offence is committed if I supply any information to a local housing authority in connection with this application for a licence that is knowingly false or misleading and on conviction may be fined £5,000.
- I, the Owner of the property, hereby consent to the licence holder having the authority to let and terminate tenancies, access all parts of the building to the same extent as myself and is authorised to arrange emergency repairs.
- I, the proposed licence holder, hereby authorise any statutory body holding information about me, which falls within the categories above, to provide information on request by the Council.

All information provided will be treated in confidence and in accordance with the General Data Protection Regulations 2018, and will only be used to process your application.

As part of our duty under the Housing Act 2004 we may have to share and/ or check your information with other agencies including the Police, Fire & Rescue service, Office of Fair Trading, other Local Authorities and other relevant department within this Council, for example Council Tax, Revenues and Benefits and Debtors.

Note if you are the Applicant/Owner and the Proposed Licence Holder and Manager you must sign all the relevant section below.

Applicant/Owner (Print Name):

Signature

Date:

Proposed Licence Holder, if different, (Print Name):

Signature

Date:

Agent (Print Name):

Signature

Date:

Please do not send payment with this application form. You will be invoiced at a later date.

Privacy Notice

How is your information used?

We collect information to assess your suitability and fitness to be issued a selective licence and to assist us in processing your application. We may also use your contact details in the event that we need to contact you in relation to your application for a selective licence.

Who has access to your information?

Information is shared with other regulatory and enforcement authorities including, but not limited to, other Council services; Councillors; the Police; HM Revenues and Custom; Home Office Immigration; Cabinet Office; and other local authorities when allowed to by law for the purposes of the administration and enforcement of authorisations, and for the purposes of the prevention and detection of crime, public safety, public health, protection of the environment and prevention of fraud.

Certain information about licences (including in particular your name and the address of any premises to which a selective licence applies) will be published on a public register on our website when we are required to by law.

For further information about how your personal information will be used, please visit www.eaststaffsbc.gov.uk where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from ehsupport@eaststaffsbc.gov.uk