



Application form for a licence to operate a House in Multiple Occupation (HMO)* under Part 2 of the Housing Act 2004

To be completed by the proposed licence holder who should normally be the landlord.

A Licence Application Guide is enclosed to assist you.

Please complete one form for each property and attach additional sheets of paper if you do not have enough space on the form.

*HMO is a House in Multiple Occupation as defined by the Housing Act 2004

FAILURE TO APPLY FOR A LICENCE AS REQUIRED BY THE HOUSING ACT 2004 IS A CRIMINAL OFFENCE AND MAY RESULT IN LEGAL ACTION BEING TAKEN

Application for HMO licence supporting documents

Are the following documents enclosed?	Yes	No	If no give reasons
Statement from Disclosure Scotland (Unless already supplied with a previous application)			
Landlord gas safety certificates			
A satisfactory periodic inspection report for the fixed electrical wiring installation (Provide with your licence application or within 2 months from application date)			
A certificate of inspection and testing for the fire alarm system (A LD2 automatic fire detection system to BS5839 must be installed at the property within a specified time as a condition of the licence. If this is already present please provide certificate at time of application or within 2 months from application date)			

Include with application now	Within 2 months provide
Application fee	Electrical installation report (if not provided with application)
Fit and proper person declaration	Fire alarm inspection certificate (if not provided with application)
Landlord gas safety certificates	
Total fee enclosed:	

House and Licence Holder Information

1. Please state full address of House in Multiple Occupation (property) to be licensed with post code:

Address of property to be licensed:

Post code:

2. Please state the number of people and households living in the property at the date of this application (includes adults, children and babies). Please see Licence Application Guide paragraph 1 for the definition of household.

Number of people living currently at the property:

Number of households living currently at the property:

The number of people that you would like the licence to be for:

The number of households that you would like the licence to be for:

3. Applicant details

Full name including title:

Company Name:

Address:

Post code:

Telephone number:

Email address:

4. Proposed licence holder

Please state name and address and telephone number of the proposed licence holder (if different from above). The licence holder should normally be the person in control of the property (please see Licence Application Guide for information on who should hold the licence). Companies, Partnerships, Trusts etc. must nominate an appropriate person to be the licence holder.

Full name:

Address:

Telephone number:.....

E mail:.....

E.g Please state the proposed licence holder's interest in the property:
. owner, landlord, manager in control of property etc.

.....

Persons with a legal interest in the property

5. Please state the full name and address and phone number of all other persons with a legal interest in the property that is the subject of this application, including any mortgagee, freeholder, or leaseholder with term greater than 3 years (continue on separate sheet if necessary).

Full name:.....

Nature of interest:

Address:

E mail.....Telephone number:.....

Full name:.....

Nature of interest:

Address:

E mail.....Telephone number:.....

Manager details

6. Please give details of any person involved in the management of the property (continue on separate sheet if required).

Full name:.....

Address:

Email address:

Telephone number:

Management information

7. Having regard to your experience, relevant qualifications or membership of a landlords association do you consider yourself competent to manage a House in Multiple Occupation?

Yes

No

8. Are there satisfactory management arrangements in place for the house including funding arrangements?

Yes

No

9. I confirm that I have provided a written statement of terms and conditions to tenants (e.g. a tenancy agreement)

Yes

No

10. The name and telephone number of emergency contact in the event of urgent repairs is:

Additional information about the applicant (optional)

11. a) Are you resident in the UK?

YES	NO
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11. b) Please give the birth date of the proposed licence holder:

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Fit and Proper Person

The Council must have regard to evidence which shows that the proposed licence holder or any person associated, whether personally or on a work basis, with that person, provided it is relevant to whether the proposed licence holder is fit and proper, has

a) Committed an offence involving

- Fraud
- Dishonesty
- Violence
- Drugs
- Sexual Offences Act 2003, Schedule 3 (offences attracting notification requirements)

The proposed licence holder is required to provide a declaration to confirm or otherwise their status with regard to criminal offences. To satisfy this requirement a disclosure statement must be obtained from Disclosure Scotland (www.disclosurescotland.co.uk Tel no 01918 606855). This will detail any unspent convictions under the Rehabilitation of Offenders Act 1974.

Disclosure enclosed:

Licence holder	Manager(s) (if different from licence holder)
Yes <input type="checkbox"/> / No <input type="checkbox"/>	Yes <input type="checkbox"/> / No <input type="checkbox"/>

Disclosures provided with this application must be dated no more than 2 months prior to the date of the licence application.

b) Practiced unlawful discrimination on the grounds of sex, colour, race, ethnic or national origin or disability in connection with a business.

c) Contravened any provision of Housing, Public Health, Environmental Protection or Building Act legislation and has been served with a notice and in particular within the last 5 years been in control of any property,

- Subject to a Control Order under s379 of the Housing Act 1985
- Subject to civil or criminal proceedings in respect of the above legislation resulting in a judgement being made
- Where the local authority has had to carry out works in default
- Subject to a Management Order under the Housing Act 2004
- Or been refused a licence or breached conditions of a licence.

d) Been cautioned or convicted of an offence under landlord & tenant law such as illegal eviction or harassment.

e) Acted in contravention of any approved code of practice approved under s235 of the Housing Act 2004.

We may approach other authorities such as the Police Authority, Fire & Rescue Service, Office of Fair Trading and the County Court, etc, and other relevant sections within this

Council for example Council Tax, Revenues and Benefits for information and confirmation. Signing of the application will be taken as your agreement to any such action.

Do any of the above (a-f) apply to you or to anyone involved in the management of the property? If so please enter details below. Continue on another sheet of paper if necessary.

I, as the proposed licence holder hereby authorise any statutory body holding information about me, which falls within the categories above, to provide this information on request by the Council.

Name- please print

Date

Signature

The local housing authority reserves the right to carry out further checks on the proposed licence holder, the manager and any other person involved in managing the property. This information may be shared with other local housing authorities.

NOTE FOR PERSONS OWNING OR MANAGING MORE THAN ONE PROPERTY

If you have already completed a fit and proper person declaration for another property in Blaenau Gwent then you do not have to complete this declaration again. Please give the address of a property for which you have completed a previous declaration.
Property address:

12. a) Please list the name, address and local authority of all properties for which the proposed licence holder is the licence holder or in respect of which a licence has been applied for.
Property addresses (Continue on an additional sheet if required):

12. b) Please indicate the approximate number of other properties (HMOs or not) that are owned by the proposed licence holder:

Is the proposed licence holder an accredited landlord in any local authority? If so please indicate which authority.

Is the proposed licence holder a member of any landlords association or other professional body? Please indicate which.

Property information

13. Please indicate the type and approximate age and conversion date of house for which the application is being made (tick all that which applies):

a) Type of house

Detached	Semi-detached	Mid-terrace	End-terrace	Other
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b) Age of house

Pre 1919	1919-1945	1946-1964	1965-1980	Post 1980
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c) Approximate date of conversion where applicable:

14 a). How many storeys are there in the property (including basements and attics)?

b) How many storeys are used for residential accommodation?

c) Is any part of the property used for commercial activity?

If so state location and usage.

d) How many separate letting units are there in the property?

Details of occupation

15 a) What is the maximum number of households that could occupy the property?

Electrical Safety

17. a) I declare that all portable electrical appliances supplied as part of the letting are compliant with current electrical safety regulations

Yes / No

b) Has the electrical installation had a periodic inspection report in the last 5 years

Yes / No

c) If yes, have all the recommendations for urgent attention and improvement (codes 1 and 2) been carried out?

Yes / No

Gas Safety

18. Do you have current gas safety certificates, for the property issued within the last 12 months ?

Yes / No (If no please explain why)

(Please enclose a copy of landlord gas safety certificates with your application).

Furniture Safety

19. I declare that all furniture supplied as part of the letting complies with the Furniture and Furnishings (Fire)(Safety) Regulations 1988? Yes No

Notification of certain persons

20. You must also 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
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 three 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 to be bound by any conditions in a licence if it is granted.

You must tell each person-

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 not you)
That this is an application for an HMO licence under Part 2 of the Housing Act 2004
(Licensing of Houses in Multiple Occupation)
The address of the property to which it relates
The name and address of the local housing authority to which the application will be made
The date the application will be submitted

NOTES TO APPLICANT

Please note that 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. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.

DECLARATION

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

Signed :
(Applicant)

Date:

Signed:

Date:

