

Licensing Application Pack for Houses in Multiple Occupation

You are legally required to licence your property if it meets the following criteria:

- It is a building in which two or more families/individuals share basic amenities

Or

- It is a converted building which contains one or more units of accommodation that are not self-contained

And

- It is three or more storeys high (this includes basement and attic rooms)
and
- It has five or more people living there
and
- The five or more people make up more than one household (family unit)

If you do not apply for a licence, and your property is found to fit the criteria above, you could be prosecuted and fined up to £20,000 per property.

A separate form must be completed for each individual property that needs a licence.

Please refer to the 'Notes to Applicants' which feature on each left hand side of this application pack. However if you have any more questions please contact your local Private Sector Housing Team:

Thanet District Council – 01843 577437
Canterbury City Council – 01227 862240
Medway Council – 01634 333066

Dover District Council – 01304 872221
Shepway District Council – 01303 853339



Notes to Applicants

Licensing Application form for Houses in Multiple Occupation

Part 1 – Property Details

- Question 1 Address of the property that needs to be licensed
- Question 2 Tick the box that represents the age of the property to be licensed
- Question 3 Tick the box that represents the type of property to be licensed. For example a shared house may be defined as being occupied by a group of professionals, students or employees who all work for the same person/company.
- Question 4 If the property was converted from a single house into more than one unit of accommodation please supply details of the date it was converted and whether or not you have any paperwork to support this e.g. details of planning permission or building regulation approval.

Where you have professional plans and they represent the current layout of the property please supply a copy.

The following questions allow the Council to decide if the property does need a licence or not and how many people it is suitable for.

- Question 5 Indicate the number of levels in the property; include any basements and attic rooms where there is the potential for them to be used as accommodation even if they are currently empty. Do not include roof spaces if they have not been converted and do not have easy access to them. You must also include levels that are used for commercial purposes, for example, accommodation over shops or restaurants.
- Question 6 Please indicate how many rooms or flats there are in the property. Where the property is shared, indicate the number of bedrooms in the property.
- Question 7 Indicate how many kitchens there are and their location within the building. A management kitchen is where the manager/owner of the property provides meals at a set time of day. There are no other cooking facilities in the property and the main kitchen is kept locked so residents cannot use it.
- Question 8 Indicate how many bathrooms or shower rooms there are in the property, again indicate their location within the property.
- Question 9 As Q8
- Question 10 As Q8. Toilets in a separate room means separate to the bathroom.
- Question 11 In order to keep the fees involved in applying for a licence as low as possible it is essential that you provide a sketch plan of the layout of the property.

If you have professional plans or drawings please supply a copy. A line drawing or sketch plan will be sufficient as long as it shows the location of bathrooms and toilets, the location of the kitchens, identifies each of the units of accommodation by number, and provides approximate room sizes. It should also show the location of heat/smoke detectors. It does not have to be to scale but should give an indication of the proportions of the rooms.

Not providing a plan may affect whether a licence is issued and/or any conditions that are placed on the licence.



Part 1 - Property Details



1. Address of property to be licensed

Postcode

2. Age of property?

Pre 1919 ☐ 1920-45 ☐ 1946-64 ☐ 1965-80 ☐ Post 1980 ☐

3. Type of property: Shared House ☐ Bedsit ☐ Non self-contained flat ☐

4. If converted, date of conversion

Please supply copies of

Planning permission ☐ Plans ☐ Building regulation approval ☐

5. How many storeys does the property have? 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7+ ☐
(storeys include basement and attic rooms)

6. How many units of accommodation are there in this property?
(If it is a shared house how many bedrooms).

7. How many kitchens are there?

a) number of units of accommodation with own kitchen

b) number of shared kitchens

c) number of management kitchens

8. How many bathrooms/shower rooms are there?

a) number of units of accommodation with own bathroom/shower room

b) number of shared bathrooms/shower rooms

9. How many wash hand basins are there?

a) number of units of accommodation with a wash hand basin

b) number of shared wash hand basins located in bathrooms/shower rooms

c) number of shared wash hand basins located in separate toilet

10. How many toilets in the property?

a) number of units of accommodation with a toilet

b) number of shared toilets located in bathrooms/shower rooms

c) number of shared toilets located in a separate room

11. You **MUST** provide a sketch plan of the layout of each floor in the property.

You must identify

a) Location of bathrooms and toilets

b) Location of kitchens

c) The units of accommodation by number

d) Approximate room sizes in metres

e) Location of heat/smoke detectors, break glass points, control panel,
emergency lighting (where appropriate)

Notes to Applicants

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- Question 12 Please indicate if the property has any form of smoke detection and also detail their location on the floor plans you are submitting. Even if you answer no to any of these points, this may not prevent you from getting a licence.
- Question 13 As Q12. Indicate by ticking which parts apply and also detail their location on the floor plans you are submitting.
- Question 14 Services
- 14.1 A gas safety certificate should only be supplied if there is a gas supply to the property, which is being used for appliances within the property.
- 14.2 The electrical installation must be checked to ensure it is safe to use and evidence, usually in the form of a certificate, must be supplied with your application.
- Question 15 Appliances and furniture
- 15.1 Any electrical equipment that you supply for use in the property must also be checked and certified as safe to use.
- 15.2 All furniture must also be safe to use and meet the Furniture and Furnishings (Fire) (Safety) Regulations 1988. This can be met by supplying a list of the furniture you have provided and signing a declaration that all the items listed meet these regulations. Where you have labels and receipts to support your claim this will also be useful.
- 15.3 If there is a fire alarm system installed in the property please supply copies of the maintenance and testing reports. Also supply maintenance records for fire extinguishers and any other fire fighting equipment.

Part 2 – Ownership and Management Details

- Question 16 Please provide the full name and address of the freeholder
- Question 17 Please provide the full name and address of the leaseholders if appropriate. You may need to attach additional sheets with this information.

12. Does the property have:
- a) battery operated smoke detectors in rooms yes ☐ no ☐
- b) mains wired smoke detectors in rooms yes ☐ no ☐
- c) a system of heat/smoke detectors with a control panel in compliance with BS5839 part 1 yes ☐ no ☐
(Please supply copies of any appropriate certificates for the installation)
- d) other, please specify
13. Does the property have:
- a) emergency lighting in the common stairways? ☐
- b) fire doors leading on to the main stairway and exit route? ☐
- c) fire doors that have intumescent strips ☐ smoke seals ☐ self closers ☐
14. **Services**
- 14.1 **Gas installations** – You **must** supply, with this application, a copy of the current gas safety certificate(s) for the property and all appliances. NB you are required to have all appliances checked annually by a CORGI registered engineer.
- 14.2 **Electrical installations** – You **must** supply, with this application, a copy of an electrical test report for the property, from a competent electrical engineer, that was carried out within the last 10 years. It must confirm that the installation is safe and satisfactory.
15. **Appliances and furniture**
- 15.1 You **must** provide electrical safety test certificates for all appliances provided in the property. For example
a) Cooker b) Microwave c) Washing machine d) Portable electric heaters etc.
Please note only those appliances provided by the landlord need to be checked.
- 15.2 Where the property is let as furnished, you must also supply details that show that the furniture meets the current standards set out in the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1993).
- 15.3 You **must** supply maintenance records for any fire alarm systems and fire fighting equipment installed in the property.

Part 2 - Ownership and Management Details

Please provide the following details and provide additional sheets where necessary:

16. Name and address of freeholder

Title: First name(s): Surname:

Organisation (if applicable): Address:

..... Postcode

Tel: Email:

17. Name and address of leaseholder(s)

Title: First name(s): Surname:

Organisation (if applicable): Address:

..... Postcode

Tel: Email:

Notes to Applicants

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- Question 18 If you have a manager for the property or you are the manager completing the form on behalf of the owner please fill out these details.
- Question 19 Where any of the details in Qs 16,17 and 18 show that an organisation is involved please provide details about that company. It may be necessary to provide this information on additional sheets of paper.
- 19.1 Indicate the type of organisation it is
- 19.2 Provide the registered or principal address
- 19.3 Provide details of any directors, partners or trustees. Use additional sheets if necessary.
- 19.4 Provide details of the company secretary if applicable.
- 19.5 Confirm the preferred address to which all correspondence should be sent.

18. **Name and address of Manager**



Title:

First name(s):

Surname:

Organisation (if applicable):

Address:

.....Postcode.....

Tel:

Email:

19. **Organisation Details**

Where an organisation has been named in questions 16, 17, 18, please provide the following information for each organisation. Use separate sheets as necessary.

19.1 Is the organisation a - Company ☐ Partnership ☐ Ltd Company ☐ Trust ☐ Plc. ☐ Other ☐

19.2 Registered or principal address:

Address:Postcode.....

19.3 **Names and addresses of all Directors/Partners/Trustees**

(Please attach additional sheets as necessary).

Title:

First name(s):

Surname:

Address:

.....Postcode.....

Designation:

Title: First name(s):

Surname:

Address:

.....Postcode.....

Designation:

19.4 **Name and address of Company Secretary:**

Title: First name(s):

Surname:

Address:

.....Postcode.....

19.5 Please confirm the main correspondence address.

Address:

.....Postcode.....

Notes to Applicants

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- Question 20 Indicate who is going to be the licence holder. The licence holder must be relevant to the property. It can be the owner or a manager and they must be local to the property. There may be exceptions to this and each case will be looked at individually, one of which would be if an absent landlord wanted to hold the licence but had a local manager. The licence holder will be responsible for any breaches of the conditions on the licence. Each individual Council will define being local to the property.
- Question 21 Provide details and supporting documents to illustrate the management arrangements for the property. Indicate who should be called in an emergency, who collects the rent and deals with repairs and maintenance to the property.

Part 3 – Confidential Information

All information in this part will be treated as confidential and used only in connection with this application. The Council has a legal obligation to ask the following questions and you must disclose information that you think maybe relevant to your application.

Under the Rehabilitation of Offenders Act 1974 you are not required to provide details about previous convictions which are “spent”. A conviction becomes spent after a certain length of time, which changes depending upon the sentence and your age at the time of conviction. (The periods are halved if the conviction took place when you were aged 17 or less.)

6 months to 2 years imprisonment	10 years
Less than 6 months imprisonment	7 years
Borstal training	7 years
A fine or Community Services Order	5 years
Probation Order, Conditional Discharge, or Bind Over	1 year
An Absolute Discharge	6 months

If a person is sentenced to more than 2 years in prison, his/her conviction can never become “spent”.

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office or the Citizens’ Advice Bureau or your Solicitor.

- Question 22 Indicate if you have applied to any other Councils for a similar licence.
- Question 23 Please provide a list of all the Councils you have applied to.
We may contact these Councils in order to verify the information you have provided or to inform them that you have already provided confidential information.
- You must complete the following sections in relation to yourself and any associates you may have. An associate is a spouse (partner or family member) or business partner that has access to the property.
- Question 24 Please disclose any information relating to any of the listed offences. This information will remain confidential and does not necessarily mean that a licence will not be granted. By not declaring something which we later discover, you could be held liable for providing misleading information and you may be prosecuted and fined.

20. From those people mentioned in questions 16,17 and 18 who is the proposed licence holder?



Freeholder ☐ Name

Leaseholder ☐ Name

Manager ☐ Name

Please note: The proposed licence holder must be a relevant person to the property. This means they must have an interest in the property. The licence holder will usually be the owner, but where the owner is absent, the manager, who is expected to be local, should hold the licence. Only in special circumstances will anyone else be considered appropriate to hold a licence.

21. **Please give details of the management arrangements for the property**

a) Who do the tenants call in an emergency?

Proposed Licence holder ☐ Owner ☐ Manager ☐

b) Who collects the rent?

Proposed Licence holder ☐ Owner ☐ Manager ☐

c) Who do the tenants call to report faults and maintenance issues?

Proposed Licence holder ☐ Owner ☐ Manager ☐

d) Who arranges for repairs to be carried out?

Proposed Licence holder ☐ Owner ☐ Manager ☐

e) Any other relevant details?

Part 3 - Confidential Information

The proposed Licence Holder must complete the following section

22. Have you applied for a similar licence from any other local authority? Yes ☐ No ☐

23. Please detail which local authorities:

Please note. The Council may contact these authorities in order to verify any information in this section.

24. Have you or anyone associated with you been convicted of an offence involving the following:

	You	Associate
Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Violence	<input type="checkbox"/>	<input type="checkbox"/>
Drugs	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Offences Act schedule 3	<input type="checkbox"/>	<input type="checkbox"/>

(Subject to the rehabilitation of Offenders Act 1974)

Notes to Applicants

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- Question 25 Please disclose information relating to any involvement you may have had with unlawful discrimination on the grounds detailed in the application form.
- Question 26 Please detail if any Local Authority has taken any action against you or any property that you are in control of, with regards to any Housing Acts or landlord and tenant law.

The manager of the property must complete the following questions. The manager should only fill out this part if they are NOT the proposed licence holder.

- Question 27 Please disclose any information relating to any of the listed offences. This information will remain confidential and does not necessarily mean that a licence will not be granted. By not declaring something, which we later discover, you could be held liable for providing misleading information and you may be prosecuted and fined.
- Question 28 Please disclose information relating to any involvement you may have had with unlawful discrimination on the grounds detailed in the application form.

25. Have you or anyone associated with you been found by a court or tribunal to have been involved with any unlawful discrimination in relation to business on grounds of:



	You	Associate
Sex	<input type="checkbox"/>	<input type="checkbox"/>
Colour	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic or national origins	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>

26. Have you or anyone associated with you contravened any provision of housing or landlord & tenant law. In particular, within the last 5 years, whilst in control of a property that:

	You	Associate
Was subject to a control order	<input type="checkbox"/>	<input type="checkbox"/>
Was subject to proceedings by a local authority	<input type="checkbox"/>	<input type="checkbox"/>
Had to have works in default carried out by the local authority	<input type="checkbox"/>	<input type="checkbox"/>
Was subject to a management order (Housing Act 2004)	<input type="checkbox"/>	<input type="checkbox"/>
Has been refused a licence or breached conditions of a licence (Housing Act 2004)	<input type="checkbox"/>	<input type="checkbox"/>
Acted in contravention to any approved Code of Practice	<input type="checkbox"/>	<input type="checkbox"/>

The Manager of the property must complete the following section (where the manager is NOT the proposed licence holder)

27. Have you or anyone associated with you been convicted of an offence involving the following:

	You	Associate
Fraud	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>
Violence	<input type="checkbox"/>	<input type="checkbox"/>
Drugs	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Offences Act schedule 3	<input type="checkbox"/>	<input type="checkbox"/>
(Subject to the rehabilitation of Offenders Act 1974)		

28. Have you or anyone associated with you practised any unlawful discrimination in relation to business on grounds of:

	You	Associate
Sex	<input type="checkbox"/>	<input type="checkbox"/>
Colour	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Ethnic or national origins	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>

Notes to Applicants

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- Question 29 Please detail if any Local Authority has taken any action against you or any property that you are in control of, with regards to any Housing Acts or landlord and tenant law.
- Question 30 Indicate the number of people currently living in the property.
- Question 31 Indicate the number of households in the property. A household means either an individual, or members of the same family. A person is of the same family if they are married to each other or live as husband and wife or the equivalent for same sex relationships.
- A person is also a member of the same family if they are a relative. A relative means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece, or cousin.
- Question 32 List the names of the current occupiers including children. Please indicate (c) where the name is a child under 16 years of age
- Question 33 The Council must ensure that the property is being adequately managed. It is therefore important that a copy of the written tenancy agreement that you issue is supplied with your application.

29. Have you or anyone associated with you contravened any provision of housing or landlord & tenant law. In particular, within the last 5 years, whilst in control of a property that:



	You	Associate
Was subject to a control order	<input type="checkbox"/>	<input type="checkbox"/>
Was subject to proceedings by a local authority	<input type="checkbox"/>	<input type="checkbox"/>
Had to have works in default carried out by the local authority	<input type="checkbox"/>	<input type="checkbox"/>
Was subject to a management order (Housing Act 2004)	<input type="checkbox"/>	<input type="checkbox"/>
Has been refused a licence or breached conditions of a licence (Housing Act 2004)	<input type="checkbox"/>	<input type="checkbox"/>
Acted in contravention to any approved Code of Practice	<input type="checkbox"/>	<input type="checkbox"/>

The information provided in this application form may be shared with other authorities on request.

Tenancy Information

30. How many people, including children, currently occupy the property?
31. How many households currently occupy the property?
32. Please list the names of all the current occupiers and continue on separate sheets of paper, if necessary.

Name	Room/flat Number
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>

33. Please provide a copy of a written tenancy agreement or written details of the terms of the tenancy.

Notes to Applicants

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Declarations

Everyone involved with the property must sign the declaration and if the appropriate people do not sign this page, your application form will not be accepted.

If you operate a House in Multiple Occupation (HMO), which needs a licence but does not have one, you may be prosecuted and fined up to £20,000. It may also be possible for tenants and the Council to apply to a Residential Property Tribunal for a Rent Repayment Order. This will require you to repay all rent received for the time that you were operating an unlicensed HMO.

Use of Information provided in this application form

Thanet District Council, Dover District Council, Medway Council, Shepway District Council and Canterbury City Council will use some of the information you have provided in this application form.

We will only use any personal information you send us for the purposes for which you provide it and we will only hold your information for as long as is necessary for these purposes.

Information you provide us with may be used for statistical research but will not be used in any way (beyond its original purpose), which enables you to be identified.

Some of the information will be used by the Office of the Deputy Prime Minister in order to compile the national register of Houses in Multiple Occupation.

The information will also be held on a public register as prescribed by the Licensing and Management of Houses in Multiple Occupation and other Houses (Misc Provisions) (England) Regulations 2006:

- Name and address of the licence holders and manager
- Address of the property
- Descriptions of the property e.g. number of rooms

Where this page has not been signed the application cannot be accepted.

Declarations



Please Note

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 form 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 cancelled or you may be prosecuted for providing false or misleading information.

Owner Declaration

I/we declare to have read the statement above and completed all parts of this application to the best of my/our knowledge and ability, and that it is valid as of the date detailed below.

I/we understand that it is an offence to supply any information to a local Housing Authority in connection with any of their functions under Parts 1 – 4 of the Housing Act 2004 that is false or misleading.

Name: Signed: Date:

Name: Signed: Date:

Proposed Licence Holder Declaration

I/we declare to have read the statement above and completed all parts of this application to the best of my/our knowledge and ability, and that it is valid as of the date detailed below.

I/we understand that it is an offence to supply any information to a local Housing Authority in connection with any of their functions under Parts 1 – 4 of the Housing Act 2004 that is false or misleading.

Name: Signed: Date:

Name: Signed: Date:

Manager Declaration

I/we declare to have read the statement above and completed all parts of this application to the best of my/our knowledge and ability, and that it is valid as of the date detailed below.

I/we understand that it is an offence to supply any information to a local Housing Authority in connection with any of their functions under Parts 1 – 4 of the Housing Act 2004 that is false or misleading.

Name: Signed: Date:

Name: Signed: Date:

Notes to Applicants

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Notification of all relevant parties

Please note: When submitting a licence application form you must inform, in writing, the following people:

- Any mortgagee of the property to be licensed.
- 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 people:

- Your name, address, telephone number, and e-mail address or fax number (if any).
- The name, address, telephone number, and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you).
- That this is an application for a licence under the mandatory HMO licensing scheme.
- The address of the property to which the application relates.
- The name and address of the Council to which the application will be made.
- The date the application will be submitted.

Licence Application Fee

Please refer to the enclosed separate sheet, which details the current fee structure.



Notification to all relevant parties

You are also required to inform everyone who has an interest in the property, that you have applied for a licence. You must sign this declaration and list all those people you have notified.

I/we declare that the following people have been notified of this application for a licence.

Name.....Signed

Position (i.e. Manager, owner or proposed licence holder).....Date

Name	Address	Interest in property?	Date informed

Licence Application Fee

Please refer to the enclosed sheet, which details the current fee structure.

Please find enclosed a fee of £ _____ with this application.

Thanet District Council, Dover District Council, Canterbury City Council, Shepway District Council and Medway Council may use the information you provide on this application form.

We will only use any personal information you send us for the purposes for which you provide it and we will only hold your information for as long as necessary for these purposes. Any personal information will not be passed onto third parties for commercial purposes.

If you have any more questions or require any further information please call you local Private Sector Housing team:

Thanet District Council – 01843 577437
Canterbury City Council – 01227 862240
Medway Council – 01634 333066

Dover District Council – 01304 872221
Shepway District Council – 01303 853339

Checklist of enclosures

- 1. Fee of £_____
- 2. Planning information
- 3. Plans
- 4. Building Regulation information
- 5. Sketch of floor plan
- 6. Fire alarm commissioning certificate and other paperwork
- 7. Gas Safety Certificate
- 8. Electrical Test Report
- 9. Electrical Appliances Test - Certificate or Declaration
- 10. Furniture safety declaration
- 11. Copy of Written Tenancy - agreement of terms
- 12. Signed declarations and completed application form
- 13. Additional sheets
- Leaseholder details
- Company details
- 14. Any other supporting information
- Please detail

To write notes/additional
information to support your application



Lined area for writing notes or additional information to support the application.

Licensing Application Pack for Houses in Multiple Occupation

All licensing applications must be submitted by 3 July 2006 – if a valid application form is not received by this deadline you may be subject to fines of up to £20,000.

If you have any questions or require any further information please call or email your local Private Sector Housing team:

Thanet District Council – 01843 577437

Dover District Council – 01304 872221

Canterbury City Council – 01227 862240

Shepway District Council – 01303 853339

Medway Council – 01634 333066

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