



License Application – House in Multiple Occupation [HMO] Housing Act 2004

You (the applicant) must 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 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 three years (including a periodic tenancy)
- The proposed license 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 condition or conditions in a license if it is granted.

You must tell each of these persons:

- 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 license holder (if it will not be you)
- That this is an application under Part 2 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the local housing authority to which the application will be made (see end of form)
- The date the application was or will be submitted

You must include with the application:

- Gas Safe Certificate
- Electrical Installation Condition Report (EICR)
- EPC certificate
- Emergency lighting certificate
- PAT testing certificates / evidence that items supplied are less than 12 months old
- Tenancy agreement
- Repairs procedure and anti-social behaviour procedure
- Floor plans including room sizes, facilities, location of smoke/heat detection and fire doors
- Fire risk assessment
- Fire alarm certificate
- details of any interested parties such as co-owners, freeholders, mortgage providers or tenants with an un-expired term on a lease of 3 years or less
- Application fee:
Up to 5 occupants - £476.00
More than 5 occupants - £476.00 + £59.00 per additional occupant

THIS FORM IS A GUIDE – YOU DO NOT NEED TO MAKE YOUR APPLICATION ON THIS FORM BUT IT MAY DELAY CONSIDERATION IF YOU DO NOT. YOU MAY ADD INFORMATION OR EXTRA SHEETS WHERE NECESSARY TO CLARIFY ANSWERS. INCOMPLETE OR VAGUE APPLICATIONS MAY BE RETURNED FOR CLARIFICATION.

About the applicantⁱ

Name
Address
Telephone number
E-mail address

(Please provide similar information below on any proposed license holder, person managing the house, person having control of the house and persons who have agreed to be bound by a condition contained in the license.)ⁱⁱ

Additional person #1

(please provide the description of their role under which their information is provided)

Name
Address
Telephone number
E-mail address/fax

Additional person #2

(please provide the description of their role under which their information is provided)

Name
Address
Telephone number
E-mail address/fax

Additional person #3

(please provide the description of their role under which their information is provided)

Name
Address
Telephone number
E-mail address/fax

Additional person #4

(please provide the description of their role under which their information is provided)

Name
Address
Telephone number
E-mail address/fax

Address of the house/property this application relates to:

.....
.....

Approximate age of the original construction of the property: (circle, delete or tick as appropriate)

Pre-1919, 1919-1945, 1945-1964, 1965-1980, post-1980

Is the property best described as:

A house in multiple occupation?

A flat in multiple occupation?

A house in a building used for both residential and business purposes?

A purpose built block of flats?

A house converted into and comprising only of self contained flats?

Other (describe)

Please give details of **any other properties** in **this Council's** or in **another Councils** area which are licensed or for which you are seeking a license under parts 2 or 3 of the Housing Act 2004.

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About the property

Number of storeys comprising the HMO and the levels on which those storeys are situated.

Number of separate letting units.

Number of habitable rooms (excluding kitchens).

Number of bathrooms and shower rooms.

Number of toilets and wash basins.

Number of kitchens.

Number of sinks.

Number of households occupying the property.

Number of persons occupying the property (include children).

Details of **fire precautions equipment and procedures**, including the number and location of smoke alarms. (*provide as a **separate document**, plans or sketches may be helpful).

You must make a **declaration** that the furniture in the property that is provided under the terms of any tenancy or license meets the statutory safety requirements contained in any enactment .

tick if the above declaration applies, provide further details if it does not.

You must make a **declaration** that the **gas appliances** in the property meet the statutory safety requirements contained in any enactment.

tick if the above declaration applies, provide further details if it does not.

Fit and proper persons test/declaration

The following details must be supplied in relation to any person that the applicant proposes will be involved in the management of the house, including themselves:

- Information concerning any unspent convictions that may be relevant to the individual's fitness to hold a license or be involved in the management of the house, and in particular any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003;
- Details of any finding by a court or tribunal against the individual that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;
- Details of any contravention on the part of that individual of any provision of any enactment relating to housing, public health, environmental health or of landlord and tenant law; including all civil or criminal proceedings in which judgement was made against the individual;
- Information about any property the individual owns or has owned or managed which has been subject to a control order under section 379 of the Housing Act 1985 in the last 5 years;
- Information about any property for which the individual has been refused a licence under part 2 or 3 of the Housing Act 2004, or has had such a license revoked for breach of conditions;

(for any person to which the above applies, please provide additional relevant information on a separate sheet. If none of the above applies to any relevant person in this application, tick)

I/we declare that the information 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 I/we are reckless as to whether it is false or misleading.

Signed (all applicants)

.....

Dated

Declaration of notice of application to others

I/we declare that I/we have served a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I/we have made this application:

Name	Address	Description of the persons interest in the property or the application	Date of service

Signed (all applicants)

.....

Dated

Now return this form with additional papers as necessary to the address below.

Environmental Health, Civic Offices, Union Street, Chorley. PR7 1AL.
 Tel: 01257 515151 email: environmental.health@chorley.gov.uk

Notes:

ⁱ If the applicant is a company, partnership or trust please indicate which and provide registered address, principal trading address etc. where appropriate. Include all names & addresses of all Directors, Partners, Trustees, Company Secretary. Please ensure all partners/trustees sign the form.

ⁱⁱ Please indicate if any/each individual etc. is a member of any landlords association or relevant professional body (RICS, ARMA, ARLA), and/or is accredited in another authority, and/or has undertaken any relevant training courses, conferences or qualifications in the past three years.

DATA PROTECTION

Chorley Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. The Council has signed up to the [National Fraud Initiative \(NFI\)](#) and therefore may also share information with the NFI for the purpose of fraud prevention.

The Council's [Privacy Notice](#) explains how your personal data will be used.
 View more information on [data protection and GDPR](#)