

IMPORTANT

Application for HMO Licence

Notes Relating to Misrepresentation and Data Protection

Misrepresentation

An application for a Housing in Multiple Occupation (HMO) licence is a serious matter and should be regarded in the same manner as applications for other licences such as those required for the sale of alcohol, provision of entertainment or to operate a hackney carriage.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining an HMO Licence. Evidence to support any statements or information made in the HMO Licence application may be required at a later date. If the Council subsequently discovers something which is relevant and which you should have disclosed or which is incorrectly or imprecisely stated or described, the licence may be cancelled or other action taken. This may affect other HMO licences with which you have any connection

Data Protection

All of the information provided in the application forms will be handled in accordance with the provisions of the UK Data Protection Law (Data Protection 2018, General Data Protection Regulation 2016/679)

To fulfil the Council's obligations under Part 2 of the Housing Act 2004, the Council requires you to provide the information asked for in this form for the following purposes:

- 1) To identify the persons involved in the management of the **HMO** and to facilitate legal proceedings in the event of any offence connected with the licensing of the **HMO**
- 2) To obtain information needed to assess the fitness and competence of persons involved in the management of the **HMO**
- 3) To link properties and persons involved in the management, control and ownership of the **HMO** and any other relevant **HMOs**
- 4) To obtain information concerning the suitability of the property involved to be licensed as an **HMO**

The information you provide may be shared to the extent that it may need to be verified with other agencies such as the Police, other local authorities and other departments within the Council

Some of the information you provide will be entered into a public register but only to the extent required by law. A list of the information required to be published is given overleaf.

The Council may be required to disclose to government agencies certain information you provide. The information may also be used for research, analysis and statistical purposes The Council may also wish to contact you regarding issues relevant to **HMOs**

Public Register Information

The Information the Council is obliged to publish in respect of each **HMO** licence granted under Part 2 of The Housing Act 2004 is as follows:

- a) the name and address of the licence holder
- b) the name and address of the person managing the house
- c) the address of the licensed **HMO**
- d) a short description of the licensed **HMO**
- e) a summary of the conditions of the licence
- f) the commencement date and duration of the licence
- g) summary information of any matter concerning the licensing of the **HMO** that has been referred to; and
- h) summary information of any decision of the residential property tribunal or the Lands Tribunal that relate to the licensed **HMO** together with the reference number allocated to the case by the tribunal
- i) the number of storeys comprising the licensed **HMO**
- j) the number of rooms in the licensed **HMO** providing-
 - Sleeping accommodation
 - Living accommodation
- k) in the case of a licensed **HMO** consisting of flats-
 - the number of flats that are self-contained
 - the number of flats that are not self-contained
- l) a description of shared amenities including the numbers of each amenity; and
- m) the maximum number of persons or households permitted to occupy the licensed **HMO** under the conditions of the licence.

WOLVERHAMPTON CITY COUNCIL

Application for a Licence to Operate a House in Multiple Occupation (HMO)

Housing Act 2004 Part 2

This is the application form to apply for a licence to operate a House in Multiple Occupation (HMO).

Be sure that you need to apply for a licence before submitting this form.

The procedures required to issue a licence are fairly lengthy but we have tried to make the application as easy to understand as possible. If you do not understand how to answer a question you can seek advice from the local authority Private Sector Housing Team or alternatively guidance notes are available on the local authority website.

The local authority will assume that the person having control of the house is a more appropriate person to be the licence holder than a person not having control of it

When considering whether the proposed management arrangements for the house are satisfactory, the local authority must have regard (amongst other things) that'

A) the person proposed to be involved in the management of the house has a sufficient level of competence to be so involved.

B) whether any person proposed to be involved in the management of the house (other than the manager) is a fit and proper person to be so involved

C) whether any proposed management structures and funding arrangements are suitable

Under the Housing Act 2004 "**person having control**" means the person who receives the rack rent of the premises (whether on his own account or as an agent or trustee of another person), or so would so receive it if the premises were let at a rack rent.

Under the Housing Act 2004 "**person managing**" means the person who being an owner or lessee of the premises receives (whether directly or through an agent or trustee) rents or other payments from the occupants of the house in multiple occupation, or would so receive those rents or other payments but has entered into an arrangement with another person who is not an owner or lessee of the premises by virtue of which that other person receives the rents or other payments. This also includes where rents or other payments are received through another person as agent or trustee, that other person.

The first thing we need to establish is who will hold the licence

The people likely be involved in making an application are:

- (a) The **owner (freeholder)** of the property
- (b) The **landlord** (the person entitled to let the property - this is often also the owner)
- (c) An **agent** for the landlord (e.g. a firm of letting agents or a relative)
- (d) The **manager** of the property

The Council needs details of the landlord and companies and other persons if they are involved in ownership or running the property

The Council has a duty to award the licence to the person it thinks is the most appropriate person to be the **licence holder**. Unless you can provide a good reason why someone else should be the licence holder the Council will expect the licence holder to be the landlord but in any event the Council will expect the licence holder to have the power to:

- a) **Create and terminate tenancies** in accordance with the law;
- b) access all parts of the premises to the same extent as the landlord; and
- c) **authorise expenditure** of up to 25% of the yearly rental income of the property for repairs etc.

Remember that if the Council has to serve any legal notices relating to the property they will most likely be served on the licence holder

Please be advised:

The granting of any HMO licence is independent of any planning requirements of this Council. If you do not have planning permission for the use of this property as an HMO you should contact this Councils Planning Department.

Important: You should keep a copy of the form when you have completed it.

Section 1

Address of Property to be licensed and details of relevant persons

Address of HMO to be licensed:-		
<u>Full details of persons named will be required later in the application</u>	<u>Full Name or Registered Company Name</u>	<u>Companies House Registration Number</u>
Proposed Licence Holder		
Manager		
Owner		

Section 2

Application Details: Details of Owner			
Type of application (please tick)			
New Licence	Subsequent Application	Renewal of Licence	Variation of Licence
Title	Mr/Mrs/Miss/Ms/Other		
Full name:			
Residential Address:			
	Postcode:		
Business address: (if applicable)			
	Postcode:		
Home telephone no:			
Work telephone no:			
Mobile telephone no:			
E-mail address:			
Date of Birth:			
Joint Owners Name and Address: (if applicable)			
If the proposed licence holder is to be someone other than the owner please state the reasons for this. Also give their relationship to the owner.			
Where the property is leasehold please provide a copy of the lease agreement			
Print Name in Full -			
Signed:		Date:	

Section 3

Details of Proposed licence holder

Title:	Mr/Mrs/Miss/Ms/Other
Full name:	
Residential Address:	Postcode:
Business address: (if applicable)	Postcode:
Home telephone no:	
Work telephone no:	
Mobile telephone no:	
Fax no:	
Email address:	
Date of birth:	
Interest in property	Owner/Manager/Leaseholder/other please State---
Provide photographic proof of ID Such as passport/driving licence	
Provide proof of address such as current utility bill or if a company cetificate of incorporation	
Account rent paid into:	
Account number:	
Account name:	

If the proposed licence holder is part of a Company, Partnership, Charity or Trust, please mark the relevant text below. Please also provide contact details for all Directors, partners or Trustees, using additional sheets if there are more than two named connected individuals.

Limited Company/Partnership/Charity/Trust---delete as appropriate

Limited Company/partnership/charity/trust name:

Registered Company/CharityNo:

Director/Partner/Trustee

Director/Partner/Trustee/

Full name:

Full name:

Company/partnership/charity/
trust registered

Company/partnership/charity/
trust registered

Address:

Address:

Postcode

Postcode

Telephone no:

Telephone no:

Fax no:

Fax no:

e-mail address:

e-mail address

Date of birth:

Date of birth:

Where the person in control is a partnership and an individual partner is to be nominated Licence holder, please provide a letter of acceptance from the nominated individual.

Is the property to be included in a Rent to Rent Scheme? Yes No (Please circle)

If the proposed licence holder has included or intends to include the property in a Rent to Rent Scheme, please provide full details. Please note that further information may be required in order to process the application.

Please provide details of the Company Secretary /Senior Partner/Trust Secretary	
Title:	Mr/ Mrs/ Miss/Ms/Other
Full Name:	
Company Secretary Address:	
	Postcode:
Telephone no:	
Fax no:	
Email address:	

Please notify us of any changes to Company Appointments and addresses within 14 DAYS, otherwise your licence may be revoked.

Please provide an address where all official correspondence should be sent. This will be the address used on the public register. If a company all partners/trustees should sign their agreement to this address.	
Name of person/company:	
Correspondence address:	
	Postcode:
Telephone no:	
Email address:	

Has the proposed licence holder ever been subject to proceedings for unlawful discrimination in connection with any business involving the following:-		
	Yes	No
Gender		
Colour		
Race		
Ethnic or national origin		
Disability		

Fit and proper person details

(please note that the individual that signs this application form on behalf of an organisation or Company signs on behalf of all individuals who may be involved with the HMO, stating that they Are also fit and proper).

Have you (do not include spent convictions) please tick:

a) Committed any offence involving?:-	Yes	No	Not sure
Fraud or dishonesty (including benefit fraud)			
Violence			
Drugs			
Matters listed in Schedule 3 to the Sexual Offences Act 2003			
Received a caution, informal reprimand or formal warning in respect of any of the above			
b) Practised 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			
c) Contravened any provision of the law relating to housing or of a landlord and tenant law. You must include any civil proceedings in which judgement was made against the proposed licence holder			
d) Acted in contravention of any relevant Approved code of practice (a code of practice issued by the government under section 233 of the Housing Act 2004 relating to the management of HMOs)			
e) Been refused a licence for an HMO under Parts 2 or 3 of the Housing Act 2004 anywhere in England or Wales			
f) Breached the conditions of an HMO Licence in England or Wales in the five years preceding the date of this application.			
g) Been subject to a HMO Control Order or Management Order			

in England or Wales in the five years preceding the date of this application			
h) Failed to comply with a housing notice (requiring works etc.) served by a Local Authority in respect of any property currently or previously owned by the proposed licence holder.			
i) Been declared bankrupt			

If you answered Yes or "Not Sure" to any of the above questions, please give details below. Continue on a separate sheet if necessary.

Declaration of licence holder: I/we declare that the information contained in this application (all forms) 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 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.

I/we understand that the Council may need to carry out investigations to assess whether I/we am/are (a) “fit and proper” person(s) for the purposes of Part 2 of the Housing Act 2004. I/we authorise the Council to make such enquiries and share information as it sees proper in connection with the matters listed in the fit and proper checks. Such enquiries may include Criminal Records Bureau checks, liaison with the police, fire service and other local authorities. Applicants may have to bear the costs of such checks.

I have read and understood “Application for HMO Licence – Notes Relating to Misrepresentation and Data Protection”

Print name in full:-

Position in company :-

Signed:-

Date:-

STATUTORY DECLARATION FOR RELEASE OF INFORMATION

To be completed by the Proposed Licence Holder:

All information provided will be treated in confidence and in accordance with the UK Data Protection Law (Data Protection 2018, General Data Protection Regulation 2016/679). It will only be used to progress 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 and Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within this Council, for example Council Tax, Revenues and Benefits and Debtors.

Please sign and date the declaration below in order for us to progress your application.

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 in full:

Position in company:

Signature:

Date:

Section 4

Details of proposed managing agent/Manager	
Title:	Mr / Mrs/ Miss /Ms/ Other
Full name:	
Residential address:	Postcode:
Business address: (if applicable)	Postcode:
Home telephone no:	
Work no:	
Mobile no:	
Fax no:	
Email address:	
Date of birth:	
Interest in property:	Owner/Manager/Leaseholder/other please state
Provide photographic proof of ID such as passport/driving licence	
Provide proof of address such as current utility bill or if a company certificate of incorporation	
Account rent paid into:	
Account number:	
Account name:	

<p>If the Manager/Managing Agent is part of a Company, Partnership, Charity or Trust, please mark the relevant box below. Please also provide contact details for all Directors, partners or Trustees, using additional sheets if there are more than two named connected individuals.</p>	
<p>Limited Company/Partnership/Charity/Trust --- delete as appropriate</p>	
<p>Limited Company/partnership/charity/trust name:</p>	
<p>Registered Company/Charity No:</p>	
Director/Partner/Trustee/	Director/Partner/Trustee
Full name: <input type="text"/>	Full name: <input type="text"/>
Company/partnership/charity/trust registered address:	Company/partnership/charity/trust registered address:
Postcode:	Postcode:
Telephone no:	Telephone no:
Fax no:	Fax no:
Email address:	Email address:
Date of Birth:	Date of birth:
<p>Details of company officer nominated as manager:</p>	
<p>Please provide a letter of acceptance to be the manager signed by the Nominated company officer</p>	
<p>Please provide the management agreement with the person in control of the Premises/licence holder. Please include details of the person having day to day management control, how the rent is paid and to whom, the management structure if a company and details of any other companies involvement with the HMO. Please state full details of any credit union involvement and how and by whom council tax and utility bills are paid.</p>	

Please provide details of the Company Secretary/Senior Partner /Trust Secretary	
Title:	Mr/ Mrs/ Miss/ Ms/ Other
Full Name:	
Company Secretary address:	
	Postcode:
Telephone no:	
Fax no:	
Email address:	

Please provide details of the Company Secretary/Senior Partner /Trust Secretary	
Title:	Mr/ Mrs/ Miss/ Ms/ Other
Full Name:	
Company Secretary address:	
	Postcode:
Telephone no:	
Email address:	

Please notify us of any changes to Company Appointments and addresses within 14 DAYS, otherwise your licence may be revoked.

**Please provide an address where all official correspondence should be sent. This will be the address used on the public register.
If a company all partners/trustees should sign their agreement to this address**

Name of person/company:	
Correspondence address:	Postcode:
Telephone no:	
Email address:	

Fit and Proper Person Details

(please note that the individual that signs this application form on behalf of an organisation or Company signs on behalf of all individuals who may be involved with the HMO, stating that they Are fit and proper).

Have you (do not include spent convictions)? Please tick:			
a) Committed any offence involving:-	Yes	No	Not sure
Fraud or dishonesty (including benefit fraud)			
Violence			
Drugs			
Matters listed in Schedule 3 to the Sexual offences Act 2003			
Received a caution, informal reprimand or formal warning in respect of any of the above			
b) Practised 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			

c) Contravened any provision of the law relating to housing or of landlord and tenant law. You must include any civil proceedings in which judgement was made against the proposed licence holder.			
d) Acted in contravention of any relevant Approved Code of Practice (a code of practice issued by the government under section 233 of the Housing Act 2004 relating to the management of HMOs)			
e) Been refused a licence for an HMO under Parts 2 or 3 of the Housing Act 2004 anywhere in England or Wales			
f) Breached the conditions of an HMO Licence in England or Wales			
g) Been subject to a HMO Control Order or Management Order in England or Wales in the five years preceding the date of this application			
h) Failed to comply with a housing notice (requiring works etc.) served by a Local Authority in respect of any property currently or previously owned by the proposed licence holder.			
l) Been declared bankrupt			

If you answered Yes or "Not Sure" to any of the above questions, please give details below Continue on a separate sheet if necessary

Declaration of Manager: I/we declare that the information contained I this application (all forms) 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 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 false or misleading.

I/we understand that the Council may need to carry out investigations to assess whether I/we am/are (a) “fit and proper” person(s) for the purposes of Part 2 of the Housing Act 2004. I/we authorise the Council to make such enquiries and share information as it sees proper in connection with the matters listed in the fit and proper checks. Such enquiries may include Criminal Records Bureau checks, liaison with the police, fire service and other local authorities. Applicants may also have to bear the costs of such checks.

I have read and understood the notes relating to misrepresentation and data protection

Print Name in Full:

Position in company:

Signed:

Date:

STATUTORY DECLARATION FOR RELEASE OF INFORMATION

To be completed by Manager/Managing agent:

All information provided will be treated in confidence and in accordance with the UK Data Protection Law (Data Protection 2018, General Data Protection Regulation 2016/679). It will only be used to progress 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 Criminal Records Bureau, Police, Fire and Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within this Council, for example Council Tax, Revenues and Benefits and Debtors.

Please sign and date the declaration below for us to progress your application.

I, as Manager/Managing Agent, 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:

Position in company:

Signature:

Date:

Section 5

Details of the person having control of the property i.e. the person who receives the rack rent of the premises whether on his own account or as an agent or trustee of another person or who would receive it if the premises were let at a rack rent	
Title:	Mr/Mrs/Miss/Ms/Other
Full name:	
Residential address:	Postcode:
Business address (if applicable)	Postcode:
Home telephone no:	
Work telephone no:	
Mobile telephone no:	
Fax no:	
E-mail address:	
Date of birth:	
Interest in property:	Owner/manager/leaseholder/other please state -
Account rent paid into: Account Number: Account name:	
Provide photographic proof of ID such as passport/driving licence	
Provide proof of address such as current Utility bill or if a company certificate of incorporation	

Declaration of person in control: I/we declare that the information contained in this application (all forms) 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 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 false or misleading.

I/we understand that the Council may need to carry out investigations to assess whether I/we am/are (a) “fit and proper” person(s) for the purposes of Part 2 of the Housing Act 2004. I/we authorise the Council to make such enquiries and share information as it sees proper in connection with the matters listed in the fit and proper checks. Such enquiries may include Criminal Records Bureau checks, liaison with the police, fire service and other local authorities. Applicants may have to bear the costs of such checks.

I have read and understood the notes headed “Application for HMO Licence - Notes relating to Misrepresentation and Data Protection”

Print name in full:

Position in company:

Signed:

Dated:

Section 6

Address of Property to be Licensed	
Description of the Property	
<p>Please tick to indicate the type of house for which the application is being made</p> <p>Please note that some of the options (indicated by boxes) are unlikely but are required by law to be included in the options</p>	<p>House in Single Occupation</p> <p>House in Multiple Occupation</p> <p>Flat in Single Occupation</p> <p>Flat in Multiple Occupation</p> <p>A house converted into and comprising only self-contained flats</p> <p>A house in a building used for both residential and business purposes</p> <p>Other</p>
<p>Please tick to indicate the type of property</p>	<p>Detached</p> <p>Semi-Detached</p> <p>Terraced</p> <p>End Terrace</p> <p>Other</p>
<p>If "Other" please describe the type of property</p>	
<p>Please tick to give the approximate date of construction of the property</p>	<p>pre 1919</p> <p>1919-1945</p> <p>1945-1964</p> <p>1965-1980</p> <p>post 1980</p>

How many storeys does the property have? Include attics with rooms Note that basements often count as (storeys) – see guidance	1 2 3 4 5 If more than 5 state how many
If the HMO does not take up all the floors (storeys) of the building, please state which floors comprise the HMO , e.g. '2 nd and 3 rd floors'	
Are any parts of the building used for non-residential purposes such as an office, shop, warehouse etc? Please indicate yes or no	Yes/ No
If Yes, please describe the parts of the building and their use	

Planning & Building Regulation Details	
Approximately when did the building first become a House in Multiple Occupation?	
Has any approval under Building Regulations ever been obtained for the building?	Yes /No / Not sure
If Yes, please state briefly what work this was for and the date completed (if known). Enclose a copy of any approval document and/or completion certificate if you have one	
Has any Planning Consent ever been obtained for the building?	Yes /No /Not sure
If Yes, please state the date and enclose a copy of the consent letter together with any planning conditions if you have this	

Accommodation & Amenity Details	
How many habitable rooms are there in the HMO ?	
How many rooms in the premises provide sleeping accommodation ?	
How many rooms in the premises provide living accommodation ?	
Is the HMO divided into flats?	Yes /No
If yes, please state: 1) The number of flats which are self-contained 2) The number of flats which are not self-contained	
Please indicate which of the following amenities are provided. Give the total number in the HMO and then indicate how many are shared between two or more households :	
Bath/shower Rooms	Number -- Number Shared--
Toilets within bath/shower rooms	Number -- Number Shared --
Separate toilet compartments	Number -- Number shared --
Washbasins with hot & cold water	Number -- Number Shared —
Kitchens	Number -- Number Shared --
Sinks with hot & cold water supplies	Number -- Number Shared --

Provisions for Heating	
<p>What provisions for room heating are there in the property?</p> <p>Please indicate all types provided</p>	<p>Gas fired central heating</p> <p>Oil fired central heating</p> <p>Electric storage radiators on an "off-peak" tariff</p> <p>Individual gas fires in rooms</p> <p>Individual wired-in electric heaters in rooms</p> <p>Plug-in electric heaters in rooms</p> <p>Other types of room heating</p>
<p>If you have specified "other types" of room heating, please explain briefly what these are</p>	
<p>Is there a suitable fixed room heater within each bathroom?</p>	<p>Yes/No</p>
<p>Is the roof space (loft) above all rooms insulated with at least 100mm of glass fibre insulation (or equivalent)</p>	<p>Yes/NO/Not Sure</p>
<p>What type of windows are fitted in the property?</p> <p>Please indicate the description which applies to most habitable rooms.</p>	<p>Single glazed with timber frames</p> <p>Single glazed with metal frames</p> <p>Single glazed with secondary glazing</p> <p>Double glazed with any frame type</p> <p>A combination of the above</p>
<p>Do all windows in habitable rooms Provide adequate natural lighting to the rooms?</p>	<p>Yes/No/Not Sure</p>
<p>Do all windows in habitable rooms,</p>	

bathrooms and kitchens provide adequate natural ventilation to the rooms?	Yes/No/Not Sure
If you have answered “No” to question 1.616, is there provision for mechanical ventilation in rooms where no natural ventilation is provided?	Yes/No/Not Sure
	Occupation Details
How many separate Letting Units are there in the HMO ?	
How many of these units are vacant at the date of making this application?	
How many persons live in the property at the date of making this application?	
What is the maximum number of persons you are likely to accommodate in the property?	
How many separate households live in the property at the date of making this application?	
What is the maximum number of households you are likely to accommodate in the property?	
Does the landlord or proposed licence	

holder or any person connected with them live on the premises?	Yes/No
If Yes, please give details	
Gas, Electrical & Fire Safety	
Does the property have a gas supply ?	Yes/No
<p>If Yes, do you have a “Landlord’s Gas Safety Record” issued within the 12 months preceding the date of this licence application?</p> <p>If you answer “Yes” to this question, please enclose the original document (not copied or faxed) with this application.</p>	Yes/No
Do you supply any of your tenants with portable electrical appliances (i.e. electrical appliances which can be unplugged and moved to an alternative location)? Examples include kettles, microwave ovens, televisions. Table lamps etc?	Yes/No
<p>Have you had all your portable appliances tested by a competent electrician in the 12 months preceding the date of this application? (this is known as Portable Appliance Testing)</p> <p>If your answer to this question is “Yes” please enclose the electrician’s test report</p>	Yes/No
Have you had the electrical	

<p>installation to the property (that is, the electrical power and lighting circuits etc.) inspected by a competent electrician within the five years preceding the date of this application?</p> <p>If your answer to this question is “Yes”, please enclose the electrical test report</p>	<p>Yes/No</p>
<p>Is the property fitted with a fire alarm system (also known as a fire detection & warning system or automatic fire detection (AFD)</p>	<p>Yes /No</p>
<p>How many smoke alarms are fitted (including heat alarms)? Note : The positions of these alarms will need to be shown on a property plan</p>	
<p>Has the fire alarm system been inspected by a competent person in the 12 months preceding the date of this application?</p> <p>If your answer is “Yes” please enclose the inspector’s test report</p>	<p>Yes/No</p>
<p>Is the property fitted with an emergency lighting system to the communal hallway(s) staircase(s) and landing(s)</p>	<p>Yes/No</p>
<p>Has the emergency lighting system been inspected by a competent person within the 12 months preceding the date of this application?</p> <p>If your answer to this question is “Yes” please enclose the inspector’s tests report</p>	<p>Yes/No</p>

Do you supply as part of the tenancy in the property, any upholstered furniture to which the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended) apply?	Yes/No
Can you confirm that all such upholstered furniture complies with the relevant fire safety criteria?	Yes/No

Information Concerning Tenure, Mortgage, Services and Accreditation	
<p>Is the property Leasehold?</p> <p>If you have answered "Yes" please give length of lease and lease remaining</p> <p>Please provide a copy of lease agreement</p>	<p>Yes /No</p> <p>Lease Period----</p> <p>Period remaining----</p>
<p>Is there a mortgage outstanding on the property?</p> <p>If you have answered "Yes" please give the Name and Address of the mortgage lender and the mortgage account number</p>	<p>Yes/No</p> <p>Name :</p> <p>Address:</p> <p>Post Code:</p> <p>Account Number:</p>
<p>Are any housekeeping or similar services provided for the residents?</p> <p>Examples might include breakfast, all meals, laundry, cleaning of rooms etc. Please give brief details</p>	<p>Yes/No</p>

<p>Is the property or the proposed licence holder or manager accredited under any Local Authority Accreditation Scheme</p> <p>If yes please give the title of the accreditation scheme and the reference number (if any)</p>	<p>Yes /No</p> <p>Title of Scheme:</p> <p>Reference:</p>
<p>Is any accreditation application pending?</p> <p>If “Yes” please give the date of application</p>	<p>Yes /No</p>
<p>Is the property included on any approved accommodation list of any University or College?</p> <p>If “Yes” please indicate which University or College</p>	<p>Yes /No</p>
<p>Is the property rent to rent?</p> <p>If yes please provide details and all Agreements</p>	<p>Yes/No</p>
<p>Please indicate if the property is let so as to include any of the following categories of occupier</p>	<p>Persons under 17 years of age</p> <p>Asylums</p> <p>Refugees</p> <p>Students</p> <p>Persons Receiving “Supporting People” Benefits</p>

Plan of Property

In order to license a House in Multiple Occupation, the Council has to obtain certain information from you about the property so that it can assess the type of property it is, and what amenities and installations there are.

A plan is the most effective way of providing this information and can very quickly sum up the nature of a property on just one page.- Sometimes it takes more but one page is often sufficient

The Council is not insisting that you have plans professionally drawn although for some people a professionally drawn plan may be the best option. Detailed plans such as those required for a Buildings Regulations application are not required- just sufficient to understand the proportions and layout of the house along with the locations of amenities and fire safety measures

You may already have some plans of the property drawn for some other purpose. It is perfectly acceptable to use these as long as they show all the information the Council requires

A separate guide entitled "Providing a plan of your property" is included with your application pack and shows you how to go about producing plans for yourself. You may have a friend or relation who could do the job for you as long as you are satisfied that the plans produced are reasonably accurate. Please note that if you are drawing a plan to scale, measurements of room sizes do not include en-suites

However the plans are produced, you should ensure that your plans contain all of the following:

Please tick below to confirm all these features are included in the plan:

Address of the property	
Date plan was drawn	
Scale used (e.g. 1cm = 1 metre) or an indication that your plan is not drawn accurately to scale	
Clear indication of which floor is which (i.e. Ground, First etc.)	
Location of all smoke detectors	
Location of all fire doors	
Location of all extinguishers	
Location of all emergency lighting units	
An indication as to whether smoke detectors are interlinked	
An indication as to whether smoke detectors are battery or mains powered	

I/We declare that the information contained in this application (all forms) is correct to the best of my/our knowledge. I/we understand the I/we supply commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know 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

I/We understand that the Council may need to carry out investigations to assess whether I/we am/are (a) "fit and proper" person(s) for the purposes of Part 2 of the Housing act 2004. I/We authorise the Council; to make such enquiries and share information as it sees proper in connection with the matters listed in questions 2.2.1 to 2.2.14 (Form 2). Such enquiries may include DBS checks, liaison with the police, fire service and other local authorities. Applicants may have to bear the costs of such checks

I have read and understood the document headed
"Application for HMO Licence- Notes relating to Misrepresentation and Data Protection"

Signed:

Licence Applicants(s)

Print Name in Full in Capital letters

Date:

Section 7

Property and Tenancy Management	
Address of property	
Proposed Licence Holder's Name	
Proposed Managers Name	

Before issuing a licence, the Council is required to be satisfied that the management arrangements for the property are satisfactory. The following questions are designed to assess the procedures you have, or intended to have, in place to ensure good management of the property. An example answer is given alongside each question

<u>Question</u>	<u>Your Answer</u>	<u>Example Answer (not necessarily the ideal answer)</u>
Fire Safety		
What arrangements are in place to ensure that fire detection and warning devices continue to work correctly?		<i>All visible detectors checked by manager monthly for damage or warning indicators. Every 6 months I test the alarm system to check it is working and can be heard throughout the building. I keep a book on the premises which records these checks.</i>
What measures are there to ensure that the escape routes are kept free of obstructions and that the final exit doors are openable from the inside without the use of a key?		<i>I check for obstructions each time I visit and if I find any I warn tenants that they must be removed immediately. If they are not removed I dispose of them myself.</i>

What arrangements have been made to ensure that tenants are made aware of fire safety procedures and the proper use of fire safety installations and equipment?		<i>I explain to all new tenants what the fire safety precautions are and how they should be used. I also explain why they should not be abused. In particular I explain how to use the fire blankets and extinguishers.</i>
Gas Safety		
What arrangements are in place to ensure that the gas installation and appliances are kept in a safe and good working order?		<i>I have a yearly check done by ABC gas contractors.</i>
Electrical Safety		
What arrangements are in place to ensure that the electrical installation and appliances are kept in a safe and good working order?		<i>I keep an eye on all the electrical equipment myself but have it tested properly every five years by a proper electrician</i>
Maintenance and Repairs		
What arrangements are in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order?		<i>A cleaner is employed to visit and clean the common parts of the property weekly. The cleaner reports any problems and these are acted upon quickly</i>
Do you have contracts or arrangements with firms or contractors to attend to maintenance work?		<i>No, I can do most of the jobs myself. I will select a contractor if there's a job I can't handle</i>
Do you have arrangements in place to cover the cost of major emergency repair work (e.g. a central heating boiler) if it became necessary?		<i>I have a good credit rating!</i>
What arrangements are in place to review the general condition of the property		<i>I generally have a quick look round every so often and decide if anything needs doing</i>

and to plan for programmed maintenance work?		
What arrangements are in place for the storage of refuse before it is collected? How do you ensure refuse is efficiently collected?		<i>I have three "wheelie -bins on a hard standing in the back yard. Tenants empty their bins into this whenever it suits them. I take the bins to the kerbside for emptying every Tuesday. And return them after the bin-men have been.</i>
What arrangements are in place to ensure the gardens yards and fencing are kept in good order?		<i>I have a good look round At least once a year and do any maintenance needed, I have a bit of a tidy up and apply weed killer to stop any plants growing.</i>
What procedures do you have for dealing with any complaints tenants have concerning conditions in the property?		<i>Obviously I investigate them straightaway and arrange to put them right as soon as I can after consulting the tenant</i>
Security		
If there are key-operated locks on any windows what procedures do you follow to ensure every new tenant has keys available?		I keep the original keys and I get copies cut if any go missing. I ensure new tenants always have keys. I deduct £5 from tenants' bond money if they cannot return all keys at the end of the tenancy
If you have an intruder alarm with an audible sounder, what arrangements are there to ensure that activations and false alarms are properly dealt with and that the		<i>The alarm system has been explained to all the tenants. They all have the code to silence the alarm and there is a card by the control panel reminding them what to do. I have given my</i>

<p>sounder is silenced within a reasonable time? Mention the procedure to be followed if the alarm sounds when the house is occupied</p>		<p><i>emergency number to neighbours and have informed the noise people at the council who they should contact if anyone is annoyed by it.</i></p>
<p>Tenancy Management</p>		
<p>Has each tenant been provided with a true copy of a written tenancy agreement or a written statement of the terms on which they occupy the property?</p>		<p><i>Yes, they are all given a copy at the start of their tenancy and further copies are available on request</i></p>
<p>Is the tenants' rent payable weekly, monthly or over some other term?</p> <p>If weekly is a rent book provided?</p>		<p><i>Weekly, but I give my tenants a written receipt for each payment</i></p>
<p>What arrangements have been made for minimising potential problems between tenants? Such problems might include noise, use of hot water, sharing cooking equipment etc.</p>		<p><i>I enforce a general rule that no-one can play music which can be heard in other rooms after 11pm. Otherwise most people seem to get on ok.</i></p>
<p>What procedures do you have in place to deal with disputes among tenants?</p>		<p><i>I don't usually have any problems but if I did have a dispute of some kind I would try to involve an independent arbitrator.</i></p>
<p>What procedures will you adopt if you are satisfied that a particular tenant is the cause of anti-social behaviour towards people sharing the property or people living in the neighbourhood?</p>		<p><i>I would discuss the matter with the tenant and warn them in writing that continued trouble will lead to them being evicted</i></p>

Do you require a bond or deposit from tenants?		<i>Yes, I ask for four weeks rent in advance- this is included in the tenancy agreement</i>
Are you a member (or do you intend to become a member) of any scheme which protects tenants' deposits? Give details:		I'm thinking of subscribing to a local scheme though it has not yet been started
Do you provide each tenant with an inventory of furniture and items provided?		Yes and I take photos!
What arrangements are in place to ensure the tenants can contact the licence holder or other responsible person in the event of an emergency?		<i>My name and address is displayed in the hallway along with my mobile telephone number and my brothers phone number if I am not available</i>
Does the property have buildings insurance?		<i>Yes, with Cover-U Insurance Company</i>
Does the property have contents insurance?		<i>My own contents are insured with CoverU insurance</i>

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 authority in connection with any of their functions under any Parts of 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we are reckless as to whether it is false or misleading.

I understand that the Council may need to carry out investigations to assess whether I am (a) "fit and proper" person for the purposes of Part II of the Housing Act 2004. I/We authorise the Council to make such enquiries and share information as it sees proper in connection with the matters listed in questions 2.2.1 to 2.2.14 (Form 2) Such enquiries may include DBS checks, liaison with the police, fire service and other local authorities. Applicants may have to bear the costs of such checks.

I have read and understood the document headed
“Application for HMO Licence-Notes Relating to Misrepresentation and Data Protection”

Licence Applicant(s)

Signed:

Print Name in Full in Capital Letters:

Proposed Manager Signature:

Print Name in Full in Capital Letters:

Date:

Date:

WOLVERHAMPTON CITY COUNCIL

Application for a Licence to Operate a House in Multiple Occupation (HMO)

Housing Act 2004 Part 2

Advising Others of your Application FORM A

Under Schedule 2 to the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 there is a legal obligation to advise other people that an application for an **HMO** Licence is to be submitted.

You must let certain people know in writing that you have made this application or give them a copy of it. You can do this by completing the attached form. The persons who need to know about it are :

1. Any **mortgagee** of the property
2. Any **owner** of the property to which the application relates (if that is not you)
i.e. the **freeholder** and any head lessees who are known to you.

3. 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 or whose lease or tenancy is for less than three years (including any a periodic tenancy)
4. The proposed **licence holder** (if that is not you)
5. The proposed managing **agent** (if any) (if that is not you)
6. Any person who has agreed that he will be bound by any condition or conditions in a licence if it is granted

You must tell each of these persons:

Your name, address, telephone number and e-mail address

The name, address, telephone number and e-mail address of the proposed **licence holder** (if it will not be you)

Whether this is an application under Part 2 or Part 3 of the Housing Act 2004

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

To help you comply with the requirements of these regulations the Council has provided a form

Use Form A to supply the required information to the persons who are required to be notified by law as listed in the paragraph above

Fill in the lower part of the form with your details. Then photocopy it as many times as you need and fill in the name & address of the person you must notify.

Complete the box at the top with the names and addresses of persons you need to notify about your application and deliver them individually

When you have completed and given/sent copies to everyone that you need to you must fill in Form B to confirm to The Council that everyone who needs to be notified of your application has been informed

FORM A Notification of intention to apply for an HMO Licence**To:****Name and address of person you must notify**

--

This document is to inform you that I		Your Full name
of		Your Address
My telephone number is		Your Telephone Number
My email address is		Your e-mail address
Intend on		Intended Date of Application
To apply under Part 2 of the Housing Act 2004 to		Name of Local Authority
For an HMO Licence in respect of		Address of HMO to be licensed
The licence holder will be (if not you)		Licence Holder's Name
of		Licence Holder's Address
The licence holder's telephone number is		Licence Holder's Tel. Number
The licence holder's e-mail address is		Licence Holder's email address
Signed	Licence Applicant	Date

FORM B Confirmation to Council that notifications of intention to apply for HMO licence has been served on relevant persons

Address of Property	
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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 person's interest in the property or the application	Date of service

Proposed Licence Holder's Name	Proposed Licence Holder's Unique Reference Number (or Company Registration Number)
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--	--

Signed:	Print Full Name
Licence Applicant(s)	Date:

WOLVERHAMPTON CITY COUNCIL**Application for a Licence to Operate a House in Multiple Occupation (HMO)
Housing Act 2004 Part 2****Other Houses licensed to proposed Licence Holder**

Address of property

Proposed Licence Holder's Name

Proposed Licence Holder's Unique Reference
Number (or Company Registration No.)

Under Schedule 2 to the Licencing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006 there is a requirement that the proposed licence holder for an **HMO licence** must provide details of **other** HMO's or houses which are licensed under Part 2 or Part 3 of the Housing Act 2004. You must provide details of such HMO's **both** in the area of the Local Authority in which you are applying for a licence **and** those for which you have a licence in other local authorities

You may use this form set out below to provide this information

If you have not been awarded a licence in respect of any houses other than the one for which you are now applying please tick the box here
If you tick this box you may ignore the rest of this form

Tick here

List of other HMOs or Houses for which the applicant also holds a licence under Part 2 or 3 of the Housing Act 2004

Address of House**Local Authority**

Post Code

Post Code

Post Code	
Post Code	
Post Code	
Post Code	
Post Code	
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Continue on a separate sheet or photocopied sheet if necessary

EQUAL OPPORTUNITIES MONITORING

It would assist us greatly if the proposed licence holder would provide the following information to help us monitor the progress of our policy of equal opportunities

Completing this form is entirely voluntary. It will be separated from your application and analysed completely separately.

Are you:- please tick			
Male	Yes/No	Female	Yes/No
Disabled		Yes/No	
What do you consider to be your ethnic origin? Please tick			
White British	Yes/No	Mixed White & Black African	Yes/No
White Irish	Yes/No	Mixed White & Asian	Yes/No
White Any Other	Yes/No	Mixed Any Other	Yes/No
Mixed White & Afro Caribbean	Yes/No	Asian Indian	Yes/No
Black Caribbean	Yes/No	Asian Pakistani	Yes/No
Black African	Yes/No	Asian Bangladeshi	Yes/No
Black Any Other	Yes/No	Asian Any other	Yes/No
Other	Yes/No	Chinese	Yes/No