

Information to be provided in order to process your application;

You must provide contact details for all interested parties, including:

- Applicant
- Proposed Licence holder
- Manager(s)
- Owner/Joint owners
- Any long-term tenant(s)/leaseholder(s)
- Any other person willing to be bound by the conditions of the licence
- The mortgage provider(s) and relevant account number(s)

You must provide all of the following supporting documents and certificates we cannot process your application without these:

- Gas Safety Certificate
- Electrical Installation report (Every 5 years).
- Floor Plan of premises as specified in floor plan guidance
- Proof of ID i.e. photo ID, passport, Identity card (Licence holder, manager)
- Proof of address (licence holder, manager)
- Fire Detection Certificate (Within last 12 months unless covered by the electrical certificate)
- Proof of planning permission for change of use into a HMO
- Proof of compliance with building regulations for conversion of premises into HMO
- Signed fit and proper questionnaire for Licence Holder & Manager and application declarations (signed by applicant and licence holder).
- Copy of example tenancy agreements used at the HMO

Documentation if applicable:

- PAT Test for provided electrical appliances (if one available)
- Lease agreement for use of premises (if applicable)
- Emergency Lighting certificate if installed (Within last 12 months unless covered by the electrical certificate)
- Fire risk assessment
- Letter of consent from co-owner (where more than one person/company own the HMO)
- Evidence of tenancy deposit scheme
- Contracts between freeholders and/or agents or managers. (If applicable)
- Contracts with third parties and freeholder (if applicable)

Requirements:

Please ensure you provide images of every page of each document and ensure the images show the full page. The wording on the documents must be not be cut off and

must be clear to read and not blurry. If we do not receive acceptable documentation your application will be classed as incomplete until we receive all correct documentation.

Please be advised:

The granting of any HMO licence is independent of any planning requirements or building regulation certificate or equivalent of this Council. If you do not have planning permission for the use of this property or the appropriate consent for building regulations as an HMO you should contact this Council's Planning Department or Building control department.