

LANCASTER CITY COUNCIL

HOUSING ACT 2004, PART 2

House in Multiple Occupation (HMO) Licence Application

Use this form if you want to apply for a Licence for a House in Multiple Occupation.

Please return the completed form with supporting documents to:

Lancaster City Council
Morecambe Town Hall
Marine Road
Morecambe
LA4 5AF

If you have more than one property in multiple occupation, you will need to fill in a separate application for each property.

IMPORTANT

Please answer all the questions unless directed. Please read the notes (included in the application pack), before answering the questions to which they relate.

Please attach copies of all relevant certificates of installation, inspection or maintenance. The declaration at the end of the application must be signed and dated. Please include a good quality sketch plan of the property showing approximate room sizes and layout.

You must ensure that all parts of the form are completed. If you do not complete the form correctly, it will be returned to you as incomplete. This may incur an additional cost.

SECTION 1 – PREMISES DETAILS

1.1 Postal Address of Property to be licensed

1.2 Approximate age of Property

1.3 Accreditation

Is the property accredited under the Lancaster City Council Accredited Property Scheme?	
Is the property accredited under the Lancaster University Approved Property Scheme?	

1.4 Details of Storeys in Property

	Is it available for residential use?	Is it NOT available for residential use	Please give a brief description of use of non-residential areas e.g. Storage, commercial use, washing machine etc.
Basement			
Ground Floor			
First Floor			
Second Floor			
Upper Floors			
Attic or loft area			
Total			

1.5 Details of Property.

How many individual people occupy the property at present (including children)	
How many households/families occupy the property at present	
What is the maximum number of individuals who COULD occupy the premises	

Total number of toilets	
Total number of bathrooms	
Total number of kitchens	
Is any part of the building used for separate commercial purposes	

1.6 Details of the property.

NOTE: A floor plan of each level of the property must accompany this application (see guidance note for further details). The floor plan should indicate all rooms, communal areas, stairways etc. and give a description of each room, and indicate the location of:

- Fire extinguishers (FE)
- Facilities for storage and disposal of rubbish
- Fire blankets (FB)
- Room numbers
- Smoke/heat detectors (SD/HD)
- Fixed heating appliances
- Fire call points (CP)
- Sounder alarms (S)
- Fire Doors (FD)
- Fire alarm panel (FAP)
- Carbon Monoxide Monitor (CO)

The floor plan must indicate what each room is used for: bedroom, bathroom, living room etc. and indicate room sizes. It does not have to be to scale.

SECTION 2 – MANAGEMENT DETAILS

2.1 Fire Detection System.

Is there a fire detection system fitted:

Is there a fire alarm panel?	YES	NO
Are there mains operated smoke and heat detectors?	YES	NO
Sounder alarms?	YES	NO
When was the system installed?	Date:	
Is the system tested in accordance with BS 5839?	YES	NO
Please enclose a copy of the certificate with the application.		

2.2 Emergency Lighting System.

Is there an emergency lighting system installed in the common areas, staircase and landings?

When was the system installed?	Date:	
Is it regularly inspected?	YES	NO
Please enclose a copy of the certificate with the application.		

2.3 Main Escape Route

Is the main staircase (escape route):

Protected by self-closing 30 minute fire resisting doors?	YES	NO
Clear of flammable material and other obstructions	YES	NO

2.4 Gas installation and appliances

Do you provide gas installations/appliances to any part of the property?

	YES	NO
Please give the date of the last inspection. (A copy of a certificate from a Gas Safe registered gas installer must be supplied with the application)		

2.5 Carbon Monoxide Monitor		
Is there a solid fuel combustion appliance in the property? (Open fire, wood burner)	YES	NO
If yes, a carbon monoxide monitor must be installed. Please give the date on which it was installed.		

2.6 Electrical Installations and Fittings		
Is the electrical installation within the property regularly checked by a NICEIC/ECA registered contractor/installer?	YES	NO
What is the date of the certificate? (copy of certificate to be enclosed with application)		
	YES	NO
Are all electrical appliances provided within the property safe and in compliance current safety requirements? (copy of test certificate to be enclosed with application)	YES	NO

2.7 Furniture and Soft Furnishings		
Do you provide furniture/soft furnishings to any part of the property?	YES	NO
If yes, does it all comply with current Fire Safety regulations?	YES	NO

2.8 Tenancy Arrangements		
Are occupiers provided with a checked inventory and statement of condition of the property at the beginning of their occupancy?	YES	NO
Are occupiers provided with a written tenancy agreement at the beginning of their occupancy? (If available, please enclose a copy of the document)	YES	NO
Is there, displayed in a suitable position, a notice giving the name, address and telephone number of the manager?	YES	NO
How do you normally deal with occupiers who cause nuisance or act in an anti-social way to neighbours? Briefly describe any actions you would take.		

SECTION 3 - OWNERSHIP AND MANAGEMENT

3.1a Applicant Details					
Are you the proposed licence holder?				YES	NO
Name (in full) Maiden name if appropriate:				Date of birth	
Place of birth:					
Address:					
Tel. Nos.					
E mail:					
Are you the?	Freeholder		Leaseholder		Manager
	Other		Please specify		

WHERE THE PROPERTY IS TO BE LICENSED IS JOINTLY OWNED, AND THE OWNERS WSH TO HAVE EQUAL JOINT RESPONSIBILITY AS LICENCE HOLDERS, THEN PLEASE PROVIDE THE ADDITIONAL LICENCEN HOLDERS DETAILS BELOW.

3.1b Applicant Details					
Are you the proposed licence holder?				YES	NO
Name (in full) Maiden name if appropriate:				Date of birth	
Place of birth:					
Address:					
Tel. Nos.					
E mail:					

Are you the?	Freeholder		Leaseholder		Manager
	Other		Please specify		

Who is the person having control of the HMO?

3.2 Owner Details

If the owner is a company or partnership, please include the Registered Address or Principal Trading address where appropriate, and name all Directors/Partners or Trustees.

Name (s)
(in full)

Address:

Tel. Numbers

E mail

3.3 Leaseholder Details (where applicable)

If the leaseholder is a company or partnership, please include registered address or principal trading address where appropriate, and name all Directors/Partners or Trustees.

Name
(in full)

Address:

Tel. Numbers

E mail

3.4 Does the proposed licence holder, hold an HMO licence under the Housing Act 2004, for any other HMO within Lancaster City Council?

If yes, please specify the addresses.

Address of property

3.5 Does the proposed licence holder, hold an HMO licence under the Housing Act 2004, for any other HMO outside the district of Lancaster City Council?	
YES/NO	
If yes, please specify the addresses and Local Authority.	
Address of property	Local Authority

**WHERE THERE IS A PROPOSED MANAGER OF THE PROPERTY WHO IS DIFFERENT FROM THE LICENCE HOLDER, THE FOLLOWING SECTION SHOULD BE COMPLETED.
THE MANAGER WILL HAVE TO COMPLETE A FIT AND PROPER PERSON TEST.**

3.6 Manager Details (must be a named individual)
Name (in full)
Place of Birth
Date of Birth
Address
Tel. Numbers
E mail
Contact Name
IT IS THE RESPONSIBILITY OF THE LICENCE HOLDER TO NOTIFY LANCASTER CITY COUNCIL OF ANY CHANGE IN MANAGEMENT ARRANGMENTS.

SECTION 4 – FIT AND PROPER PERSON ASSESSMENT

LICENCE HOLDER

THIS SECTION SHOULD BE COMPLETED BY THE PROPOSED LICENCE HOLDER. IT ASSESSES WHETHER THE PROPOSED LICENCE HOLDER IS A FIT AND PROPER PERSON TO HOLD A LICENCE.

If there is more than one licence holder, each should complete an assessment.

As the applicant for the licence, it is your responsibility to ensure that all questions below are answered in respect of all persons satisfying the following criteria.

- The proposed licence holder of the HMO and any person associated or formerly associated with him/her on a personal or work basis.
- The manager of the HMO (if different from the proposed licence holder) and any person associated or formerly associated with him/her on a personal or work basis.
- Any other person proposed to be involved in the management of the HMO

4.1 Has the proposed licence holder been convicted of any of the following?

• Offences involving fraud, dishonesty, violence, drugs, Schedule 3 of the Sexual Offences Act 2003	YES	NO
• The practice of unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in the carrying on or in connection with any business	YES	NO
• Contravention of any provision of the Housing or Landlord and Tenant Law, including harassment and illegal conviction of occupiers and any other civil proceedings taken which have been lost	YES	NO
• Action taken in contravention of any Approved Code of Practice	YES	NO

4.2 Has the proposed licence holder contravened any proceedings taken by a Council, including?

Work in default undertaken by any Council in respect of any statutory notice	YES	NO
Breaches of Planning Control or Compulsory Purchase proceedings	YES	NO
Breaches of Environmental Protection or Building Acts	YES	NO

Has any property been subject to a Control Order under section 379 of the Housing Act 1985 (a) in the five years preceding the date of the application?	YES	NO
Any enforcement action described in section 5(2) of the Housing Act 2004	YES	NO
Has the licence holder received any civil penalties?	YES	NO
Has the licence holder been convicted on an offence for renting to a disqualified person (ie. An illegal immigrant under Part 3 of the Immigration Act 2014)	YES	NO
If you have indicated yes to any of the above questions, please provide details below		
Name of offender		
Property Address		
Local Authority in which Property situated		
Type and date of Proceedings		

Please use separate sheet if necessary.

Does the licence holder have permission to remain in the UK?	YES	NO
4.3 Has the proposed licence holder been refused a HMO licence under the Housing Act 2004?	YES	NO
4.4 Has the proposed licence holder breached any conditions of a HMO licence granted under the Housing Act 2004?	YES	NO
If yes, please give details		
4.5 Does the proposed licence holder own, or has previously owned, any property subject to any form of Management Order made by a Local Authority under the provisions of the Housing Act 2004?	YES	NO
If yes, please give details		
4.6 If a managing agent is either the proposed licence holder or involved in the management of the property, are they a regulated agent?	YES	NO

4.7 Fit and Proper Person Declaration.

I declare to the best of my knowledge that I have answered all questions above truthfully and that my statement is valid on the date of application. Where these statements are made on behalf of a company/another individual I am authorised to give this information.

I am aware that the Council may approach other authorities such as the Police, Fire and Rescue Service, Office of Fair Trading, Citizens Advice Bureau, Health and Safety Executive and any internal department or agent of the Council requesting information relating to this application.

Signed.....Date.....

Name (Print).....

Position in Company.....

NOTE:

You may commit a criminal offence if you supply information to the Council which is false and/or misleading, or you fail to disclose information which is relevant to the application in order to obtain a licence by virtue of the provisions of section 238 of the Housing Act 2004.

A person who supplies you with information which they know will be used in this application may commit a criminal offence if they know it is false or misleading.

This may result in legal action being taken against you or that person and your licence being revoked. If you are convicted of such an offence, you may be liable to a fine not exceeding level 5 on the standard scale (up to a maximum of £5000)

THIS SECTION SHOULD BE COMPLETED IF THERE IS A MANAGER OF THE PROPERTY WHO IS DIFFERENT FROM THE LICENCE HOLDER.

This section assesses whether the proposed manager (if different from the licence holder) is a fit and proper person to manage a House in Multiple Occupation.

4.8 Has the proposed manager been convicted of any of the following?		
<ul style="list-style-type: none"> • Offences involving fraud, dishonesty, violence, drugs, Schedule 3 of the Sexual Offences Act 2003 	YES	NO
<ul style="list-style-type: none"> • The practice of unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in the carrying on or in connection with any business 	YES	NO
<ul style="list-style-type: none"> • Contravention of any provision of the Housing or Landlord and Tenant Law, including harassment and illegal conviction of occupiers and any other civil proceedings taken which have been lost 	YES	NO
<ul style="list-style-type: none"> • Action taken in contravention of any Approved Code of Practice 	YES	NO

4.9 Has the proposed manager contravened any proceedings taken by a Council, including		
Work in default undertaken by any Council in respect of any statutory notice	YES	NO
Breaches of Planning Control or Compulsory Purchase proceedings	YES	NO
Breaches of Environmental Protection or Building Acts	YES	NO
Has any property been subject to a Control Order under section 379 of the Housing Act 1985 (a) in the five years preceding the date of the application?	YES	NO
Any enforcement action described in section 5(2) of the Housing Act 2004	YES	NO
Has the proposed manager received any civil penalties?	YES	NO
Has the proposed manager been convicted on an offence for renting to a disqualified person (ie. An illegal immigrant under Part 3 of the Immigration Act 2014)	YES	NO

If you have indicated yes to any of the above questions, please provide details below

Name of offender

Property Address

Local Authority in which
Property situated

Type and date of
Proceedings

Please use separate sheet if necessary.

4.10 Has the proposed manager been refused a HMO licence under the Housing Act 2004?	YES	NO

4.11 Has the proposed manager breached any conditions of a HMO licence granted under the Housing Act 2004?	YES	NO
---	-----	----

If yes, please give details

4.12 Does the proposed manager own, or has previously owned, any property subject to any form of Management Order made by a Local Authority under the provisions of the Housing Act 2004?	YES	NO
--	-----	----

If yes, please give details

Does the proposed manager have permission to remain in the UK?	YES	NO
---	-----	----

4.13 If a managing agent is either the proposed licence holder or involved in the management of the property, are they a regulated agent?	YES	NO
--	-----	----

4.14 Fit and Proper Person Declaration. (MANAGER)

I declare to the best of my knowledge that I have answered all questions above truthfully and that my statement is valid on the date of application. Where these statements are made on behalf of a company/another individual I am authorised to give this information.

I am aware that the Council may approach other authorities such as the Police, Fire and Rescue Service, Office of Fair Trading, Citizens Advice Bureau, Health and Safety Executive and any internal department or agent of the Council requesting information relating to this application.

Signed.....Date.....

Name (Print).....

Position in Company.....

NOTE:

You may commit a criminal offence if you supply information to the Council which is false and/or misleading, or you fail to disclose information which is relevant to the application in order to obtain a licence by virtue of the provisions of section 238 of the Housing Act 2004.

A person who supplies you with information which they know will be used in this application may commit a criminal offence if they know it is false or misleading.

This may result in legal action being taken against you or that person and your licence being revoked. If you are convicted of such an offence, you may be liable to a fine not exceeding level 5 on the standard scale (up to a maximum of £5000)

SECTION 5: DETAILS OF PERSONS SERVED WITH NOTICE OF THIS APPLICATION.

You 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
- Any owner of the property to which the application relates (if that is not you) ie. The freeholder and any head lessees who are known to you.
- Any other person who is a tenant or a long leaseholder of the property or any part of it (including any flat) who is known to you other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy).
- The proposed licence holder (if that is not you).
- The proposed managing agent (if any) (if that is not you)
- Any person who has agreed 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

Please give details below of who you have notified.

NAME	ADDRESS	INTEREST IN THE PROPERTY	DATE OF SERVICE

SECTION 6 – DECLARATION BY LICENCE APPLICANTS.

WARNING: IF YOU KNOWINGLY MAKE A FALSE STATEMENT OR FAIL TO COMPLY WITH ANY CONDITION OF THE LICENCE YOU MAY BE LIABLE FOR PROSECUTION.

NOTE: Your application will not be valid until you complete all the relevant parts of this form and provide all the necessary documents.

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

I/we declare that I/we have served a notice of this application on the Persons listed in part 5, who are the only persons known to me/us that are required to be informed that I/we have made this application:

Signature.....Date.....
(Applicant)

Print name:.....

Position (if acting on behalf of a company).....

Signature.....Date.....
(Proposed Licence Holder if different from the above)

Print name:.....

Position: (if acting on behalf of a company).....

SECTION 7. DATA PROTECTION DECLARATION.

The information provided by you that falls within the General Data Protection Regulations 2016 (GDPR) will include information, whether in a written manual form, by E-mail, word processor or howsoever generated so long as identifies the data subject and forms part of the filing system. As part of Lancaster City Council’s obligations under the GDPR, the Council will not keep information about your application for Licensing that is irrelevant or excessive.

CONSENT

I/we hereby give my/our consent to Lancaster City Council’s Private Housing Services to share and obtain information in respect to my/our application form all interested parties for the purposes of determining my suitability to become the licence holder.

PROPOSED LICENCE HOLDERS

Signature.....Date.....

Print name:.....

Signature.....Date.....

Print name:.....

Signature.....Date.....

Print name:.....

PROPOSED MANAGERS

Signature.....Date.....

Print name:.....

SECTION 8 – ENCLOSURES

Enclosure	Tick if enclosed	Office use only
Completed application form signed and dated by all applicants		
Detailed Floor Plans of the premises marked with a description and location of rooms (including room sizes). See 1.6 of the form as to what to include on the plans		
Copy of Building Regulations Completion Certificate if appropriate		
Copy of Gas Safety Certificate obtained in the last 12 months for the gas installation and all gas appliances.		
Copy of the most recent inspection and test certificate for the electrical installation within the property		
Copy of the most recent inspection and test certificate for the portable electrical appliances within the property		
Copy of the most recent inspection and test certificate for the Automatic Fire Detection, Emergency Lighting and fire fighting equipment within the property where such systems are installed.		
A sample copy of the Tenancy Agreement used at the property		
Copy of the most recent Energy Performance Certificate (EPC)		

Enclosures in the shaded boxes must be returned with your application. Without these documents your application will be incomplete, and will be returned to you.

Please do NOT send any payment with this completed application. An invoice will be issued and full payment will then be due within 21 days.