

**For office use only**

**Date received:**

**Ref:**

**Licence Number:**

## **House in Multiple Occupation (HMO) Licence Application**

Housing Act 2004, Part 2

Please use a black pen and make sure every section is completed fully

If a question is not applicable, please write N/A in the box

If you need to provide additional information requiring more space than that made available on the form, please state in the relevant box that there is additional information and include it on separate sheets, writing the address of the property and the relevant section on each page.

If there is more than one property in multiple occupation that requires a licence, you will need to complete separate application forms.

Type of application you are applying for – eg new, renewal etc:

---

---

Full address of the property to be licensed:

---

---

---

---

---

---

Applicant and Proposed Licence Holder

The applicant should be the proposed licence holder (although the licence can be granted to someone else if both the applicant and that person agree). They must be the most appropriate person to be the licence holder. Usually this will be the person in control of, or the person managing, the property. This could be the freeholder or any other owner or lessee who receives rent or other payments (whether directly or through an agent or trustee) from tenants or lodgers in the property.

Full name:

---

---

Full address:

---

---

Contact Details:

Home:

---

---

Mobile:

---

---

Email address:

---

---

Ownership/Interested Parties - If a company, please give the name of the contact and position within the company:

Freeholder's name:

---

---

Full address:

---

---

Telephone number(s):

---

---

Email address:

---

---

Position within the company (if applicable):

---

---

Mortgage Holder Details:

Name:

---

---

Full address:

---

---

Telephone number(s):

---

---

Email address:

---

---

Position within the company (if applicable):

---

---

Company the mortgage is with:

---

---

Manager

Full name:

---

---

Full address:

---

---

Telephone number:

---

---

Email address:

---

---

Position within the company (if applicable):

---

---

Property Information

Detailed description of the property type:

---

---

Age of the property:

---

---

Number of storeys – including habitable basements, attics and storeys in commercial use:

---

---

Number of rooms within the whole premises:

---

---

Number of sleeping rooms within the whole premises:

---

---

Number of bathrooms within the whole premises:

---

---

Number of WCs within the whole premises:

---

---

Number of self-contained flats within the whole premises:

---

---

Number of bedsits within the whole premises:

---

### Occupiers and Households:

Number of occupants within the whole premises – More than 6 sharers? Please provide planning permission paperwork:

---

---

Total number of households occupying the property:

---

---

### Fire Detection and Prevention:

<p>The licence holder shall ensure, that, at all times, a fire detection system, in proper working order, is installed at the property. A declaration, on demand, shall be supplied to South Holland District Council as to the condition and position of any smoke alarms in the property.</p>
---

### Mandatory Requirements - please confirm that the property has:

- An interlinked smoke detection system including smoke alarms on each occupied floor
- Heat detectors within all kitchen areas and rooms containing cooking equipment
- Fire blankets within all kitchen areas and rooms containing cooking equipment
- Fire door(s) with self-closer and intumescent strips between any kitchen and sleeping rooms

### Additional Requirements (if applicable) – please confirm that the property has:

- A fire detection panel within the premises
- Smoke detectors in each room
- Sounders on each floor

- Emergency lighting within the premises
- Fire doors with self-closers and intumescent strips anywhere else within the property
- Fire equipment which has been serviced within the last 12 months (please provide certificates)
- Also, please confirm that you provide safety training to the occupants (where necessary eg exit routes, fire extinguishers)

**Declaration of Compliance with requirement for a Fire Safety Risk Assessment, under Regulatory Reform (Fire Safety) Order 2005**

**Please read the following guidance before signing the declaration:**

Under the Regulatory Reform (Fire Safety) Order 2005, it is a legal requirement for the 'responsible person' of a building to undertake a fire risk assessment, where that building contains areas that may be accessible by members of the public, or contractors.

In a block of self-contained flats, this may include boiler rooms, lift shafts, common hallways etc which may be used as a place of work.

A risk assessment will identify any shortcomings and required actions, which the responsible person must then take into consideration.

This requirement is enforced by Lincolnshire Fire and Rescue Service, and failure to undertake a fire safety risk assessment is an offence for which the responsible person may be prosecuted.

Possession of a valid Fire Risk Assessment is required for all HMO licences, and you must be able to provide a copy of the assessment upon demand.

**Declaration**

<p>I declare that there is a suitable and sufficient fire risk assessment for the above property which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. The assessment is reviewed regularly, and I can provide a copy on demand.</p> <p>I understand that I commit an offence if I supply any information to a local authority in connection with any of their functions under an of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know if false or misleading or am/are reckless as to whether it is false or misleading.</p>	<p>Signed:</p> <p>Print name:</p> <p>Date:</p>
<p>Company name (if applicable):</p> <p>Position in company (if applicable):</p>	

### Certification:

If gas is supplied to the house, the Gas Safety (Installation and Use) Regulations 1998, where relevant to the licence holder, shall be complied with in all respects. In particular an annual safety check shall be carried out by a Gas Safe engineer on each gas appliance/flue. A gas safety certificate in respect of the property shall be produced by the licence holder to South Holland District Council for their inspection upon request.

- With this application form please provide South Holland District Council with the annual gas safety certificate

The Electrical Equipment (Safety) Regulations 1994 as they apply to the licence holder shall be complied with. Electrical appliances made available in the house by the licence holder shall be kept in a safe condition. All electrical appliances made available in the house by the licence holder shall be inspected visually for defects (eg frayed wiring, badly fitting plugs etc) at the beginning of each occupancy and in any event every two years. Earthed equipment (class 1) eg kettles and irons and the associated leads and plugs, made available by the licence holder shall be tested at the point of supply and at least every two years thereafter (more often if deemed necessary by a risk assessment undertaken by the licence holder). This test shall be undertaken by a person competent in the use of the testing equipment and who has the appropriate electrical knowledge and training (ie a competent electrician or other person in possession of a City and Guilds Certificate 2377). Unsafe items shall be removed. An electrical installation condition report (EICR) and a portable appliance test (PAT) in respect of the property shall be produced by the licence holder to South Holland District Council for their inspection upon request.

- With this application form please provide South Holland District Council with the five yearly Electrical Installation Condition Report. If you provide portable appliances, then please also provide the portable appliance test certificate

A record of visual inspections and tests shall be maintained by the licence holder.

The Furniture and Furnishings (Fire Safety) Regulations 1988 shall be complied with, in respect of any upholstered furniture supplied by the licence holder including chairs, sofas, children's furniture, beds, upholstered headboards, mattresses, scatter cushions, seat pads, pillows and upholstered garden furniture. The furniture made available by the licence holder shall be kept in a safe condition.

Please also note that the licence holder shall supply to the occupiers of the house a written statement of the terms on which they occupy it.



Please fill in the below table in relation to each sleeping room:

Room number	Location	Dimensions (m <sup>2</sup> )	How many occupants?	En-suite?	Shared facilities?
Example Room One	First floor front	3.78m x 3.47m = 13.12m <sup>2</sup>	2	Yes	No

Property Management:

The Local Housing Authority is required to ensure that there are satisfactory management arrangements for the property. To enable this, please answer the following:

Please confirm how often maintenance inspections are carried out at the property:

---

---

Please confirm what arrangements are in place to deal with emergency repairs at the property:

---

---

Please confirm what provisions have been put in place for 24 hour contact in case of an emergency situation:

---

---

Please confirm what refuse facilities are provided at the property:

---

---

The Private Sector Housing Team at South Holland District Council are committed to providing advice and information to landlords for them to fulfil their statutory obligations and can be contacted on:

- 01775 761161
- [privatehousing@sholland.gov.uk](mailto:privatehousing@sholland.gov.uk).

The continued responsibility to keep abreast of changes in legislation lays firmly with the landlord. Please visit the website for further guidance and information

[www.sholland.gov.uk/HMOs](http://www.sholland.gov.uk/HMOs)

For information on Landlord Accreditation please view:

- <https://www.dashservices.org.uk/Accreditation>

Declarations by licence applicant and proposed licence holder only

<p>I/we, the proposed licensee, 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 am/are reckless as to whether it is false or misleading.</p>	<p>Signed:  Print name:  Date:</p>
<p>Company name (if applicable):  Position in company (if applicable):</p>	

Fit and Proper Person:

The Local Housing Authority must be satisfied that the licence applicant and the manager are fit and proper persons to hold a licence or to manage a House in Multiple Occupation. To enable the Local Housing Authority to satisfy this legal requirement, please answer the following questions.

You do not have to disclose convictions that are spent under the Rehabilitation of Offenders Act 1974. SHDC may require you to obtain a Disclosure and Barring Service Certificate.

Please confirm whether you or anyone associated with you has ever been convicted of an offence involving; fraud, dishonesty, violence, drugs and/or sexual offences listed in the Sexual Offences Act 2003, Schedule 3:

---

---

Please confirm whether you or anyone associated with you has ever been found by a court or tribunal to have been involved with any unlawful discrimination (in or in connection with the carrying out of any business) on the grounds of; sex colour, race, ethnicity or nationality and/or disability:

---

---

Please confirm whether you or anyone associated with you has ever contravened any provision of housing, public health or landlord and tenant law (including Part 3 of the immigration Act 2016) during the past 5 years whilst in control of a property that:

1. was subject to proceedings by the local authority:

---

---

2. had to have works in default carried out by the local authority:

---

---

3. was the subject of a control order:

---

---

4. was subject to a management order:

---

---

5. has been refused a license or breached conditions of a license:

---

---

6. has been the subject of any other successful prosecution under the above legislation:

---

---

7. had to have works in default carried out by the local authority:

---

---

## PART B

1. Have you acted in contravention of any relevant approved code of practice?

---

---

2. Do you or anyone associated with you require leave to enter or remain in the United Kingdom but does not have it?

---

---

3. Are you or anyone associated with you insolvent or an undischarged bankrupt?

---

---

If you have answered YES to any questions above, please give details (including dates):

---

---

---

---

It is a criminal offence if you supply information to the Local Housing Authority that you know is false or misleading, or you are reckless as to whether or not it is false or misleading. A person who supplies you with information that they know will be used in this application may commit a criminal offence if they know it is false or misleading or they are reckless as to whether or not it is false or misleading. This may result in legal action being taken against you or that other person and your licence being revoked. If you are convicted of such an offence, you may be liable to a fine of level 5 on the standard scale.

Both the applicant and the manager MUST sign and date the declaration below:

I declare I am the applicant and to the best of my knowledge and belief I have answered all questions in the 'Fit and Proper Person' section above truthfully and that this statement is valid on the date of application.	Signed:  Print name:  Date:
Company name (if applicable):  Position in company (if applicable):	

<p>I declare I am the manager and to the best of my knowledge and belief that I have answered all questions in the 'Fit and Proper Person' section above truthfully and that this statement is valid on the date of application.</p>	<p>Signed:</p> <p>Print name:</p> <p>Date:</p>
<p>Company name (if applicable):</p> <p>Position in company (if applicable):</p>	

Please confirm whether the proposed license holder owns any other properties:

---



---

If yes, please provide the addresses of these properties and indicate if any of these are houses in multiple occupation.

	Addresses of other properties:	

## Notification to all relevant parties

You must let certain persons know in writing that you have made an application for a House in Multiple Occupation Licence under Part 2 of the Housing Act 2004. These are:

- Any mortgagee of the property
- Any owner of the property, if that is not you
- Any other person who is a tenant or a long leaseholder of the property or any part of it 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 that is not you
- Any person who has agreed to be bound by any conditions in the licence if granted

You must inform each of these persons in writing that you are applying for a licence for a House in Multiple Occupation and include:

- Your name, address, telephone number, email address (if any), fax (if any)
- The contact details for the applicant/proposed licence holder
- The address of the House in Multiple Occupation
- The names and address of the Local Housing Authority to which the application is to be made
- The date the application will be submitted

Alternatively, you can send or give them a copy of the completed application form.

Name of the person being notified of this license	Address of the person being notified of this license	This person's interest in the property or application	Date of service

<p>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. If there are no other interested parties, then please insert 'none' in the table and</p>	<p>Signed:</p> <p>Print name:</p> <p>Date:</p>
---	--

Documents you are required to enclose before your application will be processed:	
	Gas safety certificate
	Electrical installation condition report (EICR)
	Building insurance policy
	Evidence of permanent residential address of proposed licence holder (council tax bill, utility bill dated within the last 3 months)
Documents you may need to enclose:	
	Building Regulations completion certificate and planning consents – we will require this if there are 7 or more tenants
	Portable Appliance Test (PAT) certificate(s)
	Fire alarm test certificate
	Emergency lighting system test certificate(s)

## Payment

The license fee is currently £660.00 for up to 5 rooms – an additional £60.00 is required per room thereafter. The license is valid for a maximum of 5 years.

Please pay online by following these online instructions:

- Log on to [www.sholland.gov.uk](http://www.sholland.gov.uk)
- Click on 'Housing'
- Click on 'Private Sector Housing'
- Click on 'Online Payments'
- Open the 'Payment Portal'
- Click on 'Other Payments'
- Click the drop-down window titled 'Private Sector Housing'
- Click the drop-down window titled 'HMO Licenses'
- Enter your details and include which property the license is for within the 'Comments' box



Please email your completed application form and supporting documentation to [privatehousing@sholland.gov.uk](mailto:privatehousing@sholland.gov.uk)

Alternatively, you can post your completed application form and supporting documents to:

Private Sector Housing  
South Holland District Council  
Priory Road  
Spalding  
Lincolnshire  
PE11 2XE

Please note that any incomplete applications will not be processed until a fully completed application has been received, along with payment and supporting documentation.

