

HOUSING ACT 2004, PART 2 HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE APPLICATION

+++ Please refer to the Application Form Guidance Notes when completing this form +++
(If you need more space for any questions, please provide additional information on extra pages)

Address of property: _____
_____ Post code: _____

Application for:

First time licence Renewal of licence Variation of existing licence *(tick appropriate box)*
Exemption from licensing (complete only Section 1.1, Questions 2.1 to 2.7, Section 7, and Section 8)

SECTION 1: OWNERSHIP AND MANAGEMENT DETAILS

1.1 YOUR (The Applicant) DETAILS:

First Name(s): _____
Family Name: _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____

Are you the: Freeholder Leaseholder Manager
 Other Please specify _____

1.2 PROPOSED LICENCE HOLDER DETAILS: *(See note 1.2)*

First Name(s): _____
Family Name: _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____

1.4 LEASEHOLDER DETAILS:*(If leaseholder is a limited company please provide the Registered address)*

First Name(s): _____

Family Name: _____

Address: _____

Post code: _____

Tel No(s): _____ Fax No: _____

E-mail: _____

Description of leased premises: _____

Length of lease: _____ Date lease granted: _____

For companies only, please specify below details of the Principal address, where different from the Registered address.*In the case of a Limited Company, Partnership or trust registered outside the UK specify the address within the UK where any documents may be served.*

Address: _____

Post code: _____

Tel No(s): _____ Fax No: _____

E-mail: _____

*Please provide details of any additional leaseholders on a separate sheet***1.5 MANAGER DETAILS:***(If a limited company, please provide the full Registered name and address)*

First Name(s): _____

Family Name: _____

Address: _____

Post code: _____

Tel No(s): _____ Fax No: _____

E-mail: _____

For companies, provide a contact name: _____

MANAGER'S BACKGROUND:

1.5.1 How long has the manager been involved in any form of property management? _____

1.5.2 Is the manager currently managing other private rented property in Haringey or elsewhere? Yes No

If yes, please provide the following information for each property:

Address	Borough/Authority	Licensable HMO?

*Continue on a separate sheet if necessary*1.5.3 Is the manager a member of the London Landlord's Accreditation Scheme? Yes No *(See note 1.5.3)*

If yes, provide their membership number: _____

1.6 RENT COLLECTOR DETAILS:

First Name(s): _____
Family Name: _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____

1.7 MORTGAGEE DETAILS:

Name: _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____
Mortgage account or roll number: _____

1.8 OTHER RELEVANT PERSONS' DETAILS: *(See note 1.8)*

Name (in full): _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____
Interest in property: _____
For companies, provide a contact name: _____

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Name (in full): _____
Address: _____
_____ Post code: _____
Tel No(s): _____ Fax No: _____
E-mail: _____
Interest in property: _____
For companies, provide a contact name: _____

Please provide details of any other relevant persons on a separate sheet

SECTION 2: PROPERTY DETAILS

GENERAL DETAILS:

- 2.1 Is the building:- Residential only Mixed residential and commercial
- 2.2 Total number of storeys in building: _____ *(See note 2.2)*
- 2.3 Has the whole or part of the building been converted so as to contain any studios or self-contained flats? Yes No
If yes, provide the date of conversion, if known: _____
- 2.4 Total number of residential units which are:-
(i) bedsit rooms sharing facilities: _____
(ii) self-contained or studio flats: _____
(iii) non self-contained flats: _____ *(See note 2.4)*
- 2.5 Total number of habitable rooms in the whole building: _____ *(See note 2.5)*
- 2.6 Total number of households occupying the whole building: _____ *(See note 2.6)*
- 2.7 Total number of persons occupying the whole building: _____ *(See note 2.7)*

Please complete Sections 2A and 2B below for buildings having only bedsit rooms sharing facilities.

Please complete Section 2C below for buildings having only self-contained flats and studios.

Please complete Sections 2A, 2B and 2C below for buildings with a mixture of bedsit rooms and self-contained flats or studio flats, or where units of accommodation have exclusive use of all facilities but are not self-contained.

SECTION 2A: DETAILS OF BEDSIT ROOMS

- (1)
- Room location: _____ *(See note 2.8)*
- Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*
- Name(s) of **all** current occupier(s): _____ *(See note 2.10)*
- _____
- Type of tenancy: _____ *(See note 2.11)*

- (2)
- Room location: _____ *(See note 2.8)*
- Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*
- Name(s) of **all** current occupier(s): _____ *(See note 2.10)*
- _____
- Type of tenancy: _____ *(See note 2.11)*

(3)

Room location: _____ *(See note 2.8)*

Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Type of tenancy: _____ *(See note 2.11)*

(4)

Room location: _____ *(See note 2.8)*

Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Type of tenancy: _____ *(See note 2.11)*

(5)

Room location: _____ *(See note 2.8)*

Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Type of tenancy: _____ *(See note 2.11)*

(6)

Room location: _____ *(See note 2.8)*

Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Type of tenancy: _____ *(See note 2.11)*

(7)

Room location: _____ *(See note 2.8)*

Room number *(if applicable)*: _____ Room size: _____ *(See note 2.9)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Type of tenancy: _____ *(See note 2.11)*

(8)

Room location: _____ (See note 2.8)

Room number (if applicable): _____ Room size: _____ (See note 2.9)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Type of tenancy: _____ (See note 2.11)

If necessary, continue on a separate sheet for additional bedsit rooms

SECTION 2B: DETAILS OF SHARED FACILITIES (Kitchens, bathrooms and WCs)

Number of shared kitchens: _____

Number of shared bath/shower rooms with a WC: _____

Number of shared WC compartments: _____

Number of shared bath/shower rooms without WC: _____

Please complete for each shared kitchen:

Location (See note 2.8)

Total number of households sharing the kitchen(s): _____

Total number of persons sharing the kitchen(s): _____

Please complete for each shared bath/shower room:

Location (See note 2.8)	Is there a WC in the room? Yes/No	Is there a wash-hand basin? Yes/No

Total number of households sharing the bath/shower room(s): _____

Total number of persons sharing the bath/shower room(s): _____

Please complete for each shared WC compartment (i.e. not in a bath/shower room):

Location (See note 2.8)	Is there a wash-hand basin in the compartment? Yes/No

Total number of households sharing the WC compartments _____

Total number of persons sharing the WC compartments _____

If necessary, continue on a separate sheet for additional shared facilities

SECTION 2C: DETAILS OF SELF-CONTAINED UNITS OR OTHERS WITH EXCLUSIVE USE OF FACILITIES

(1)

Flat location: _____ (See note 2.12)

Flat number (if applicable): _____ Flat size: _____ (See note 2.13)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Number of households: _____ (See note 2.6)

Is the flat normally:- Owner-occupied (See note 2.14)

Rented

If rented, type of tenancy: _____ (See note 2.11)

Number of habitable rooms: _____ (See note 2.5)

(2)

Flat location: _____ (See note 2.12)

Flat number (if applicable): _____ Flat size: _____ (See note 2.13)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Number of households: _____ (See note 2.6)

Is the flat normally:- Owner-occupied (See note 2.14)

Rented

If rented, type of tenancy: _____ (See note 2.11)

Number of habitable rooms: _____ (See note 2.5)

(3)

Flat location: _____ *(See note 2.12)*

Flat number *(if applicable)*: _____ Flat size: _____ *(See note 2.13)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Number of households: _____ *(See note 2.6)*

Is the flat normally:- Owner-occupied *(See note 2.14)*

Rented

If rented, type of tenancy: _____ *(See note 2.11)*

Number of habitable rooms: _____ *(See note 2.5)*

(4)

Flat location: _____ *(See note 2.12)*

Flat number *(if applicable)*: _____ Flat size: _____ *(See note 2.13)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Number of households: _____ *(See note 2.6)*

Is the flat normally:- Owner-occupied *(See note 2.14)*

Rented

If rented, type of tenancy: _____ *(See note 2.11)*

Number of habitable rooms: _____ *(See note 2.5)*

(5)

Flat location: _____ *(See note 2.12)*

Flat number *(if applicable)*: _____ Flat size: _____ *(See note 2.13)*

Name(s) of **all** current occupier(s): _____ *(See note 2.10)*

Number of households: _____ *(See note 2.6)*

Is the flat normally:- Owner-occupied *(See note 2.14)*

Rented

If rented, type of tenancy: _____ *(See note 2.11)*

Number of habitable rooms: _____ *(See note 2.5)*

(6)

Flat location: _____ (See note 2.12)

Flat number (if applicable): _____ Flat size: _____ (See note 2.13)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Number of households: _____ (See note 2.6)

Is the flat normally:- Owner-occupied (See note 2.14)

Rented

If rented, type of tenancy: _____ (See note 2.11)

Number of habitable rooms: _____ (See note 2.5)

(7)

Flat location: _____ (See note 2.12)

Flat number (if applicable): _____ Flat size: _____ (See note 2.13)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Number of households: _____ (See note 2.6)

Is the flat normally:- Owner-occupied (See note 2.14)

Rented

If rented, type of tenancy: _____ (See note 2.11)

Number of habitable rooms: _____ (See note 2.5)

(8)

Flat location: _____ (See note 2.12)

Flat number (if applicable): _____ Flat size: _____ (See note 2.13)

Name(s) of **all** current occupier(s): _____ (See note 2.10)

Number of households: _____ (See note 2.6)

Is the flat normally:- Owner-occupied (See note 2.14)

Rented

If rented, type of tenancy: _____ (See note 2.11)

Number of habitable rooms: _____ (See note 2.5)

SECTION 3: MANAGEMENT ARRANGEMENTS

3.1 Is the property regularly inspected by the manager? Yes No

Is the property regularly inspected by the licence holder? Yes No

If yes, how often are these inspections? _____

3.2 What regular maintenance is carried out at the property? _____

3.3 Is there a 24-hour emergency contact telephone number provided for the occupiers? Yes No

If yes, specify the number and contact name: _____

3.4 Briefly explain how funds are made available for general maintenance and emergency repairs at the property:

3.5 How often are the common parts and shared facilities cleaned? _____

3.6 Who carries out this cleaning? _____

3.7 What facilities are provided for refuse storage? _____

3.8 Is there a mains wired interlinked fire detection system within the building? Yes No

If yes - is the system inspected regularly in accordance with BS 5839? Yes No

- date of most recent inspection: _____

- is there a log book of inspections and testing? Yes No

3.9 Is there an emergency lighting system within the building? Yes No

If yes - is the system inspected regularly in accordance with BS 5266? Yes No

- date of most recent inspection: _____

3.10 Is the following fire safety equipment provided:

- fire blankets in kitchens? Yes No

- fire extinguishers? Yes No

If yes, has all the equipment been tested within the past 12 months? Yes No

3.11 Do you provide upholstered furniture within the lettings? Yes No

If yes, does it comply with the Furniture and Furnishings (Fire Safety) Regs? Yes No

SECTION 4: TENANCY ARRANGEMENTS

4.1 Are occupiers provided with:			
- a written tenancy agreement at the beginning of their occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
- a checked inventory and statement of condition at the beginning of their occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.2 Do you take tenancy deposits from new tenants at the beginning of their occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes - are the tenants provided with details of the deposit protection scheme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
- provide details of the deposit protection scheme you use _____			

4.3 For tenanted self-contained units only, do you have energy performance certificates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, are the tenants provided with copies at the beginning of their occupancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.4 Are rents for tenanted units inclusive of gas and electricity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.5 Who pays the Council Tax? _____			

4.6 Are the Council Tax payments up-to-date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

SECTION 5: CALCULATION OF FEES

Licence applications are to be accompanied by a fee. *(See note 5.1)*

The standard fee is £208 per residential unit, i.e. for each bedsit room, self-contained flat, non-self-contained flat or bedroom in a house let on a single tenancy agreement to a group of friends.

Total number of residential units _____ x £208 = Sub Total _____

For an assisted application *(See note 5.2)*, add £230 to Sub Total

For an accredited landlord, subtract £100 from Sub Total

For provision of scaled drawings *(See note 5.3)*, subtract £50 from Sub Total

For early applications *(See note 5.4)* submitted within a Council defined time limit, subtract £100

Total = _____

SECTION 6: ENCLOSURES

You are required to enclose the following with your application:

Tick box if enclosed

1. Copy or copies of test certificate(s) obtained in the last 12 months for the gas appliances in the building. *(See note 6.1)*
2. Copy or copies of inspection and test certificate(s) obtained in the last 5 years for the fixed electrical installation(s) within the building. *(See note 6.2)*
3. Where applicable, copy of an inspection and test report obtained in the last 12 months for a Grade A automatic fire detection (AFD) system or confirmation that a Grade D AFD system has been tested in the last 12 months and is operating correctly. *(See note 6.3)*
4. Where applicable, copy of inspection and test report obtained in the last 12 months for the emergency lighting system. *(See note 6.4)*
5. Where applicable, proof of the servicing of the fire extinguishers within the past 12 months.
6. Copies of **ALL** current tenancy agreements for the property.
7. Drawings or plans of the building, either drawn to scale (1:50 or 1:100) with the scale clearly shown or with dimensions clearly marked (**not** required for renewal applications where there has been no change in the layout of the property). *(See note 6.7)*
8. Licence fee (*cheques must be crossed and made payable to the London Borough of Haringey*).

SECTION 7: EXEMPTION FROM LICENSING

Complete this Section (a) if you consider that the property does not require licensing or (b) if you wish to apply for a Temporary Exemption Notice.

(a) Why do you consider that the property does not require licensing? *(See note 7.1)*

(b) What steps do you intend to take to ensure that the house no longer requires licensing after three months and how long do you think this will take? *(See note 7.2)*

SECTION 8: NOTIFICATIONS AND DECLARATION

You **must** let the following persons know in writing that you have made this application or give them a copy of it:

- any mortgagee of the property,
- 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,
- 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 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), and
- 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, fax number (if any) and e-mail address,
- the name, address, telephone number and e-mail address of the proposed licence holder (if that is not you),
- that this is an application under Part 2 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, and
- the date the application will be submitted.

You can make these notifications by copying (as necessary) the enclosed form, S63/SN, and completing and sending it to each relevant person.

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Please complete and sign the following declaration. Where you, the applicant, are not the proposed licence holder, the latter must also sign the declaration.

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.

Signed (applicant): _____ Dated: _____

Print name: _____ For and on behalf of _____
(where appropriate)

Signed (proposed licence holder): _____ Dated: _____

Print name: _____ For and on behalf of _____
(where appropriate)

N.B. Important. It is a criminal offence to knowingly supply information which is false and/or misleading, or to fail to disclose information which is relevant to the application in order to obtain a licence. This may result in legal action being taken against you and revocation of any licence granted. Also, a person who knowingly supplies you with false or misleading information in connection with this application may commit a criminal offence.

On completion of the form please return it, complete with enclosures, to:-

**Housing Improvement Team (Private Sector)
HMO Licensing
London Borough of Haringey
1st Floor, Apex House, 820 Seven Sisters Road
London
N15 5PQ**

Tel. no. 020 8489 5230