

Please read the notes before completing this application form

Type of application(please 3 appropriate box):

New licence Renew licence

Address of house to be licensed:

Postcode

1. Is the applicant the proposed licence holder? Yes No

If yes, please go to Part 2. If no, please complete Part 1.

For Office Use Only

Date received	Date passed to officer	Reference number	Fee received

Part 1: Applicant details

2. Surname: _____ First name(s): _____

2a. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

2b. What is your relationship to the proposed licence holder? (please 3 appropriate box)

Friend Relative Agent Solicitor Other: _____

3. What is your interest in the property?

Part 2: Proposed Licence Holder details

4. Type of proposed licence holder (please X)

5. Name of proposed licence holder (if a company, please give full company name)

5a. Address: _____

Postcode: _____

Contact details

Home Tel No: _____ Work Tel No: _____

Mobile Tel No: _____ Fax No: _____

Email address: _____

Part 3: Manager (continued)

9b. Address (if company, give registered office):

Address:

10.

10a.

Part 4: Ownership details of the house to be licensed (continued)

13. **Name of leaseholder**

Name: _____

13b. Address: _____

Postcode: _____

14. **Name of leaseholder**

Name: _____

14b. Address: _____

Postcode: _____

(Continue on separate sheet if more than two leaseholders)

15. **Name of person who collects the rent**

Name: _____

15b. Address: _____

Postcode: _____

Contact details

Home Tel No: _____

Work Tel No: _____

Mobile Tel No: _____

Fax No: _____

Email address: _____

16. **Name of person who receives the rent**

Name: _____

16b. Address: _____

Postcode: _____

Contact details

Home Tel No: _____

Work Tel No: _____

Mobile Tel No: _____

Fax No: _____

Email address: _____

Part 4: Ownership details of the house to be licensed (continued)

17.

Declaration for fit and proper person

Full Name (in caps)

Role: Licence Holder of a Licensed House in Multiple Occupation at

I, the undersigned, declare that I have not incurred:

Relevant issues

- **Criminal Convictions in respect of:**

Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003

- **Finding by a Court or Tribunal:**

Practiced unlawful discrimination of grounds of sex, colour, race ethnic or national origin or disability in connection with a business.

- **Contravened any provisions of Housing, or Landlord & Tenant Law.**

These include but are not limited to:

- Control Order under the Housing Act 1985.
- Proceedings by a local authority including taking enforcement action to remedy a category 1 hazard.
- The local authority carrying out Works in Default.
- Interim or Final Management Order under the Housing Act 2004.
- Harassment or illegal eviction.
- Acted in contravention of any Approved Code of Practice (ACoP) in relation to the management of HMOs.
- Any criminal offence, contravention, or subject to any other proceedings brought by a local authority or other Regulatory Body (for example breaches of the Environmental Protection Act 1990, public health, planning control, or compulsory purchase proceedings or fire safety requirements)

I also declare that:

- I do not require permission to enter or remain in the UK and if I do require permission, I have been given it
- I have not received any civil penalties or been convicted of an offence for renting to a disqualified person (illegal immigrant under Part 3 of Immigration Act 2014)
- I am not insolvent or an undischarged bankrupt.

Signed

Date

Home address

Part 5: Fit and Proper Person – Confidential Information (continued)

19. Has any person named in Parts 1, 2, 3 and /or 4 of this form previously held or do they currently hold a licence for another house in multiple occupation?

Yes No

19a. If **Yes**, please provide the addresses of these properties, along with details of the local authority that issued the licence.

20. Has any person named in Parts 1, 2, 3 and /or 4 of this form ever applied for and been refused a house in multiple occupation licence?

Yes No

20a. If **Yes**, which authority refused the licence? _____

20b. When was it refused? _____

20c. Please provide the following details (in Part 12 of this application form):

1. Who was refused a licence
2. The full address of the property concerned
3. The reasons given by the local authority for refusing the licence applicataion

21. Has any person named in Parts 1, 2, 3 and/or 4 of this form ever breached any condition of a licence issued under Parts 2 and/or 3 of the Housing Act 2004?

Yes No

21a. If **Yes**, please provide details of the licence condition(s) breached/licence revoked and the local authority area in which they were breached/licence revoked.

□ □

□ □

□ □ □ □ □

□ □ □ □ □

□ □ □ □ □

□ □ □ □ □ □ □

Part 6: Property Details (continued)

29. **Type of HMO:**

- Flat in single occupation Flat in multiple occupation
 A house converted into and comprising only self contained flats A purpose built block of flats
 Shared house Bedsits Hostel Bed & Breakfast (long stay)

Other: _____

30. How many habitable rooms (excluding bathrooms & kitchens) are there in this property? _____

31a. If it is shared accommodation, how many bedrooms? _____

32. You **must** provide an A4 sized sketch plan of the layout of each floor. You **must** identify the use of each room; location of bathrooms, kitchens, toilets; room number of each unit of accommodation; approx size of rooms; location of heat/smoke detectors, break glass points, control panel, emergency lighting.

You must now complete Part 7

Part 7: Amenities

33. Please complete

Amenities	How many	Location
Cooking facilities in room see notes for definition)		
Kitchens (not shared)		
Kitchens (shared)		
Number of kitchen sinks		
Dishwashers (shared)		
WCs (shared)		
WCs not (shared)		
Baths (shared)		
Baths (not shared)		
Showers (shared)		
Showers (not shared)		
Wash hand basins		

34. Does every WC compartment and every bathroom containing a WC also have a wash hand basin with hot and cold water?

Yes No

You must now complete Part 8

Part 8: Fire Safety

35u Does the property have a means of fire detection? Yes

35a. If **Yes**, does this system include:

- a fire alarm control panel Yes
- heat detectors in the kitchens Yes
- mains wired smoke detectors in rooms Yes
- battery powered smoke detectors only Yes
- sounders /alarms on all levels Yes
- call points in the communal areas Yes

36. Has the fire alarm been tested in accordance with BS5839 at least quarterly?

(Please provide a copy of a current certificate of [Has thes.621 K0.8ow K0nalp-gr.5139 556.1457 Tm{

Td[sounders /alarms on all le)6.2 (v)

Part 8: Fire Safety (continued)

42. Are fire blankets provided adjacent to all cooking facilities? Yes No

42a. Location of fire extinguishers (if provided):

Type	Location	Date of last check

43. How regularly do fire drills take place?

44. How do you ensure that occupants understand what to do in the event of a fire (e.g. means of escape route)?

Part 9: Occupancy/Tenancy Information

45. How many individuals currently live in the house: _____

46. How many households currently live in the house: _____

(A household means either an individual, or members of the same family. A person is of the same family if they are married to each other or live as husband and wife or the equivalent for same sex relationships. A person is also a member of the same family if they are a relative. A relative means parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece, or cousin.)

47. How many separate lettings are available in the property? _____

48. List the names of the current occupiers including children. Please add (C) for children under 16 years of age:

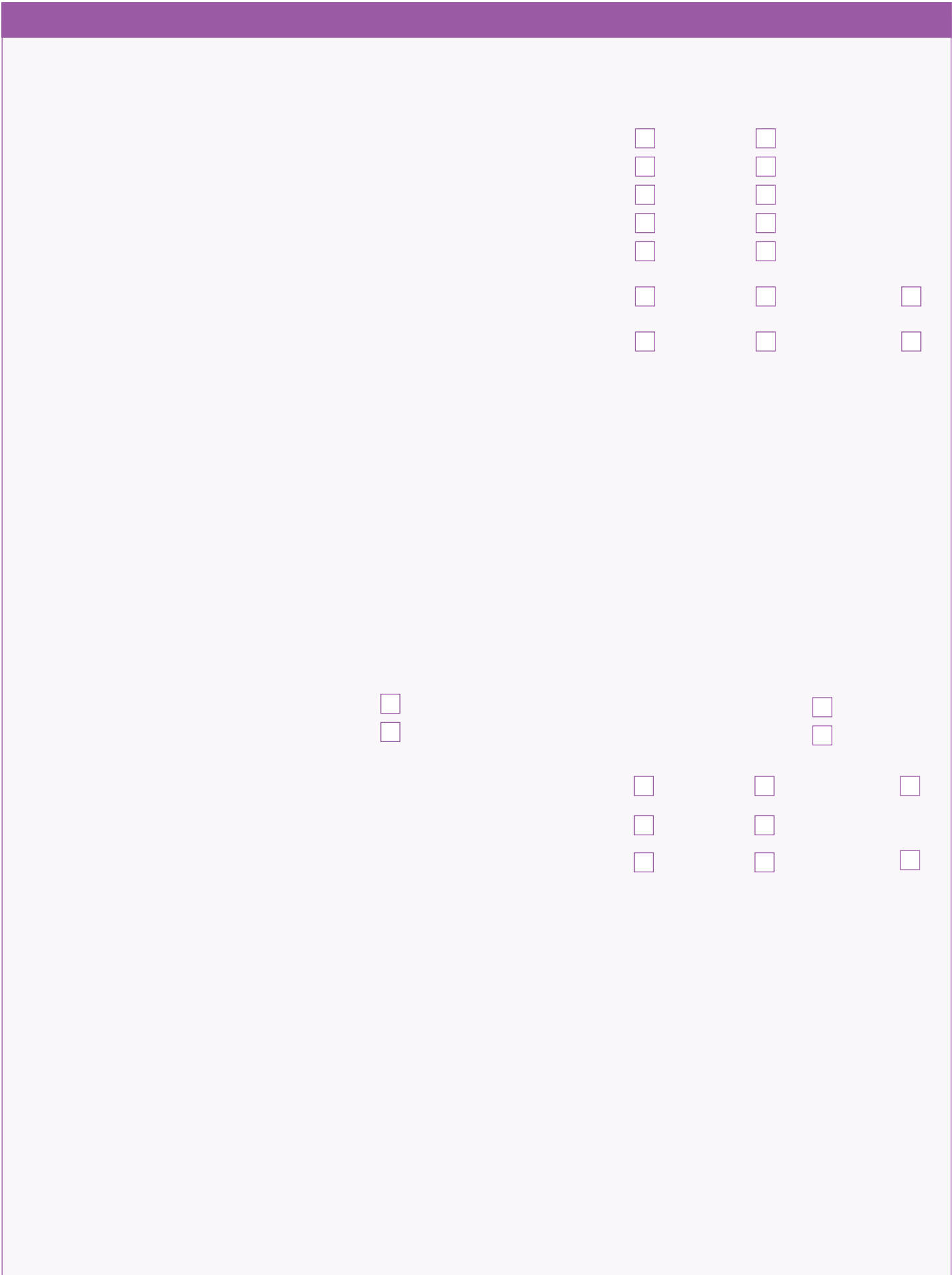
Name of current occupier	Type of tenancy	Room/flat number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Part 9: Occupancy/Tenancy Information (continued)

49. Are the tenants provided with written details of the terms of their tenancy? Yes

Please provide a copy of the standard tenancy agreement or written details of the terms of a tenancy.

50.



Part 13: Declarations (continued)

Note to applicants: it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property may be required at a later date. We may approach other authorities, such as the Police, Fire and Rescue Service, Office of Fair Trading etc. and tenants for additional information and verification.

Signing of this application will be taken as your agreement to any such action. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be cancelled or further action taken.

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 am/are reckless as to whether it is false or misleading.

Name of applicant (print):

Signature:

Date

Name of proposed licence holder (if different from applicant) (print):

Signature:

Date:

Name of manager (print):

Signature:

Date:

Name of owner (print):

Signature:

Date:

Name (if different from applicant):

Signature:

Date:

Name (if different from applicant):

Signature:

Date:

Note: in the case of partnerships or trustees, all partners or trustees must sign. For limited companies, the application must be signed by the Company Secretary, Director or another authorised officer (proof of authority required).

PLEASE READ "CHECKLIST FOR SUBMITTING AN APPLICATION" ON PAGE 20

Checklist for submitting an application

Please enclose the following:

- You must provide an A4 sized sketch plan of the layout of each floor. You must identify the use of each room; location of bathrooms, kitchens, toilets; room number of each unit of accommodation; approx size of rooms; location of heat/smoke detectors, break glass points, control panel, emergency lighting
- A current Inspection Report from a competent electrician for the electrical installation
- Recent Portable Electrical Equipment test reports
- A Gas Safe certificate(s) for all gas appliances
- BS5839 test reports relating to the fire detection system (if applicable)
- BS5266 test reports relating to the emergency lighting system (if applicable)
- A Fire Risk Assessment that has been undertaken by an appropriately qualified, competent Fire Risk Assessor/company

- Licence Fee
- Furniture safety declaration (if applicable)
- Copy of standard tenancy agreement
- Planning/building control information
- Signatures where required in Part 13.

Please send completed application forms, payment and copies of any necessary documentation to:

Private Sector Housing Team
Crawley Borough Council
Town Hall
The Boulevard
Crawley
RH10 1UZ

Notes for completing the application form

Note: there are a number of exemptions from mandatory licensing, please see the section at the end of the notes.

Part 1

If you are the person filling in this application form, then you are the 'applicant'. As the applicant you are required to complete every part of the application form and sign the declaration at the end of the form, confirming that the information you have provided is correct to the best of your knowledge.

The '**proposed licence holder**' is the person whose name will be on the licence (if issued). The proposed licence holder must be the person who is the most appropriate person to hold the licence for the property, and this is likely to be the person who receives the rent for the property.

As the applicant, you are required to provide your:

- Name
- Correspondence address
- Contact details; and
- State your relationship to the proposed licence holder and your interest in the licensable property.

Your interest in the licensable property is your connection or involvement with the licensable property, which is usually of a legal nature such as:

- Freeholder
- Leaseholder
- Managing Agent

We understand that in some instances, the applicant may have no legal interest in the property, and may simply be completing the form on behalf of a relative or friend for example. If this is the case under the question 'what is your relationship to the proposed licence holder?', please select the appropriate relationship.

Part 2

As the applicant, you must provide the proposed licence holders details as follows:

- Type of proposed licence holder
- Name
- Correspondence address
- Contact details

If the proposed licence holder is a company, you must provide the address of the registered office and the names of the company secretary and directors.

If the proposed licence holder is a partnership or trust, you must provide the names of all the partners and trustees.

Notes for completing the application form (continued)

Part 3

If the property is managed by the landlord, or someone else manages it for him in an unpaid capacity, please tick the 'No' box to the first question in Part 3 and complete the details of the person responsible for management and include the following details:

- Name
- Address
- Contact details

If the landlord pays an agent to manage the property on his behalf, please tick the 'Yes' box to the first question in Part 3 and then complete the necessary details. Indicate whether the manager is an individual or a Company or any other body and provide manager details as follows:

- Name
- Address
- Contact details

If a commercial agent is employed to manage the property, please indicate if they are a member of a trade body which regulates its members through a Code of Management Practice. The main regulatory bodies are the Association of Residential Letting Agents (ARLA); the Association of Residential Managing Agents (ARMA); the Royal Institute of Chartered Surveyors (RICS); the National Association of Estate Agents (NAEA); and the National Approved Lettings Scheme (NALS).

Part 4

A **'freeholder'** can be a person (or persons) or a company who is registered as the proprietor of a freehold estate in the land with title absolute.

A **'leaseholder'** is somebody who owns a long lease on their property (usually for a term of more than 21 years), which gives them the right to occupation and use of the property for the term of the lease.

A **'person who collects the rent'** is considered to be anyone who collects rents from the persons who are occupying the property.

A **'person who receives the rent'** is the person who ultimately receives (whether directly or through an agent or trustee) rents or other payments from the persons who are occupying the property.

A **'person bound by a condition of the licence'** could be any person who is involved in the management and/or maintenance of the property. This will also depend on the licence conditions – see the general notes to the application form for a list of mandatory licence conditions.

Part 5

Part 5 aims to collect information on all persons named in Parts 1 to 4 of the form, to enable the council to determine if they (or any associate of those persons) are fit and proper persons (see general notes for definition).

Answering yes to any of the questions in this Part will not necessarily mean that the council will refuse to issue a licence. However, the council reserves the right to reject any person nominated as the proposed licence holder if they are not considered a fit and proper person. Under such circumstances, somebody who is deemed to be a fit and proper person will have to be nominated to hold the HMO licence.

Landlords Association refers to a legally constituted trade body which regulates the conduct of its members and represents their interests. Other relevant professional or bodies include the Housing Ombudsman Service, and those covering real estate such as property letting or surveying. Industry bodies covering building and construction trades could also be relevant if they evidence skills relating to the management and maintenance of tenants' homes.

Accreditation is the voluntary compliance by private landlords with good standards in the condition and management of their properties and their relationship with their tenants. Accreditation schemes are run at a local level by local Councils, Higher Educational Institutions and their agents and Landlord Associations.

Part 6

A **'shared house'** is a self contained premise which is let to individuals who occupy their own bedrooms and share a kitchen, bathroom or toilet.

A **'shared flat'** is a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building. The accommodation is let to individuals who occupy their own bedrooms and share a kitchen, bathroom or toilet.

Both **'self contained flats'** and **'studios'** are separate and self-contained premises. All facilities are available behind the front door of the living accommodation.

In premises occupied by the room (e.g. bedsits), flatlets, on a floor-by-floor basis or room-by-room basis, or any combination of these arrangements, tenants will have a room or number of rooms for their exclusive occupation. There is some sharing of amenities, usually a bathroom and/or toilet. In this type of accommodation each occupancy would be separately rented.

Premises referred to as **'hostels'** includes establishments providing medium to long term accommodation for persons for whom the premises is their permanent place of residence. Examples include hostels for homeless people relating to the separation of their medium-term accommodation.

Part 7

You must complete the grid, detailing the number and location of each amenity within the property and individual letting.

Within the 'how many' box, please indicate the number of facilities within the property that come under this section. Within the 'location' box, please indicate where within the property the amenity of that type is situated, for example ground floor front left room or first floor rear room (as viewing the property from the front) etc.

Cooking facilities in rooms: These are facilities that are provided for the storage, preparation and cooking of food within an individual letting. For example within a bedsitting room.

When providing the number of rooms that have cooking facilities within them, only provide the number of rooms that have the following facilities. If the facilities within the room do not include all of the listed items below then it should not be counted.

Facilities:

- A fixed sink with drainer provided with an adequate and wholesome supply of cold water and constant supply of hot water
- A cooker with a minimum of two rings with an oven and a grill
- A minimum of two double electrical sockets positioned at a convenient height and safe position with additional dedicated electrical sockets for the cooker and refrigerator
- A fixed and impervious worktop of a minimum size 600mm x 1000mm
- A floor based storage cupboard of 500mm wide and standard depth and height or a wall mounted food storage cupboard of 1000mm wide and standard depth and height
- A refrigerator of minimum size 0.15m³ (5.3ft).

Kitchens (not shared), this means any cooking facilities that are provided for the exclusive use of one household/letting but is accessed by walking outside of the living accommodation.

Kitchens (shared), this is a kitchen that is used by more than one household/letting. For a kitchen to be included within this calculation it must contain a minimum of the following facilities.

- A fixed sink with drainer provided with an adequate and wholesome supply of cold water and constant supply of hot water
- A gas or electric hob with four rings and an oven with a grill
- A minimum of three double electrical sockets positioned at a convenient height and safe position with additional dedicated electrical sockets for the cooker and refrigerator
- A fixed and impervious worktop, 500mm (length) x 600mm (depth) per user.

- A floor based storage cupboard of 500mm wide and standard depth and height or a wall mounted food storage cupboard of 1000mm wide and standard depth and height per person.
- A refrigerator with minimum capacity of 0.15m³ (5.6ft) per 5 persons and a freezer with a minimum capacity of 0.11m³ (3.8ft).

Sinks means kitchen sinks not wash hand basins.

WC (shared) means all toilets that are used by/can be used more than one household/letting.

WC (not shared) means all toilets that are provided and used for the exclusive use of only one household/letting.

Bath (shared) means all baths that are used by/can be used more than one household/letting.

Bath (not shared) means all baths that are provided and used for the exclusive use of only one household/letting.

Shower (shared) means a shower unit within a shower cubicle (not a shower unit positioned over a bath) that is used/can be used by more than one household/letting.

Shower (not shared) means a shower unit within a shower cubicle (not a shower unit positioned over a bath) that is provided and used for the exclusive use of only one household/letting.

Wash hand basins, if you answer 'yes' to question 2 that all WC compartments or washrooms with a WC within it have a wash hand basin then please list within the grid under 'wash hand basins' all wash hand basins that are provided within sleeping rooms and all shower rooms and bathroom that do house a WC.

If you answer 'no' to question 2 please detail the total number of wash hand basins within all sleeping rooms, bathrooms, shower rooms and any other room that houses a wash hand basin.

Part 8

All HMOs should have a safe escape route in the event of fire and adequate fire precautions, which include fire alarms, smoke and heat detectors, emergency lighting, fire extinguishers and fire blankets. These must be well maintained and adequate for the number of residents and the size of the property.

Part 9

Notes for completing the application form (continued)

Part 9 (continued)

Please tell us if the tenants are given a written Tenancy Agreement or similar document which sets out the terms of their contracts with the

Part 12

Part 13

Part 10

Checklist

Part 11

Exemptions

Schedule 14: Buildings which are not HMOs for the purposes of the Housing Act 2004 (excluding Part 1)

A building where the person managing or having control of it is:

- a loc

