

# Licensing Application Form for Houses in Multiple Occupation

**(under Part 2 of the Housing Act 2004)**



## Please read the notes before completing this application form

You are legally required to license your property if it meets all the following three criteria:

1. It is a building in which two or more families/individuals share basic amenities

**or**

It is a converted building which contains one or more units of accommodation that are not self-contained (a self-contained unit is one which has inside it a kitchen (or cooking area), bathroom or toilet for the exclusive use of the household living in the unit. The unit is not self contained if the occupiers need to leave the unit to gain access to any of these amenities).

**and**

2. It has five or more people living there and the five or more people make up more than one household (family unit)

**If you are unsure about whether or not your property should be licensed please telephone the Private Sector Housing Team on 01293 438281.**

If you have more than one house in multiple occupation you will need to complete a separate application form for each property.

**Please fill in the form using BLOCK CAPITALS.**

If you require more space to answer any question, please use the space provided in part 12 or continue on additional sheets, specifying which question your answer relates to.

### **Note to applicants:**

Please note that 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 concerned may be required at a later date. 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 and/or legal action may be taken against you.

### **Data Protection**

We may share information about the fitness of an applicant to be an HMO operator with the relevant sections of other authorities, since HMO operators may own properties in other local authority areas. In such cases, we will do so in accordance with the requirements of the Data Protection Act 1998.

Some of the data you provide will be entered on a public register as required by the Housing Act 2004.

### 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)

Individual  Company  Partnership  Trustee  Charity

Other (please specify):

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 2: Proposed Licence Holder details (continued)

6. Name and address of company secretary (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

7. Name and address of directors/partners/trustees (if applicable):

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

(continue on separate sheet if necessary)

**You must now complete Part 3**

## Part 3: Manager

8. Has an agent been appointed to manage the house? Yes  No

8a. If No, please provide details of the person responsible for management.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact details

Home Tel No: \_\_\_\_\_ Work Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

If Yes, please provide agents details

8b. Type of agent (please 3) Individual  Company  Partnership  Trustee

Other (please specify): \_\_\_\_\_

9. Name of manager (if company, please give full company name):

\_\_\_\_\_

### Part 3: Manager (continued)

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

Address:

---

---

Postcode:

---

#### Contact details

Home Tel No:

---

Work Tel No:

Mobile Tel No:

---

Fax No:

Email address:

---

10. Is the manager a member of a regulated body? Yes  No

10a. If Yes, please give details:

---

**You must now complete Part 4**

### Part 4: Ownership details of the house to be licensed

Please provide the following details of ownership and interests in the house to be licensed.  
Give relevant details if owner is a company/trustee/partnership etc.

11. **Name of freeholder:**

---

11a. Address:

---

---

Postcode:

---

#### Contact details

Home Tel No:

---

Work Tel No:

Mobile Tel No:

---

Fax No:

Email address:

---

12. **Name of mortgagee in possession** (e.g. bank, building society):

Name:

---

12b. Address:

---

---

Postcode:

---

**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. **Name of any other person who may be bound by a condition of the proposed licence and who is not included in Parts 1, 2 & 3:**

Name: \_\_\_\_\_

17b. Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

### Contact details

Home Tel No: \_\_\_\_\_

Work Tel No: \_\_\_\_\_

Mobile Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

**You must now complete Part 5**

## Part 5: Fit and Proper Person – Confidential Information

The Council has a legal obligation to ask the following questions and you must disclose information that you think may be relevant to your application.

Under the Rehabilitation of Offenders Act 1974 you are not required to provide details about previous convictions which are “spent”. A conviction becomes spent after a certain length of time depending upon the sentence and your age at the time of conviction.

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office or the Citizens’ Advice Bureau or your Solicitor.

Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state the particulars of any relevant issues recorded **against any person named in Parts 1, 2, 3 and/or 4, or any person associated or formerly associated on a personal or work basis with those named in Parts 1, 2, 3 and/or 4.**

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 provision 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)**

## 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**

---

---

---



## Declaration for fit and proper person

### Notes:

The Council has a legal obligation to ask the questions above and you must disclose information that you think may be relevant to your application.

Under the Rehabilitation of Offenders Act 1974 you are not required to provide details about previous convictions which are “spent”. A conviction becomes spent after a certain length of time depending upon the sentence and your age at the time of conviction.

If you have any doubts about whether you have to declare a previous conviction, you should contact your local Probation Office or the Citizens’ Advice Bureau or your Solicitor.

Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state the particulars of any relevant issues recorded **against any person named in Parts 1,2,3 and/or 4 of your licence application, or any person associated or formerly associated on a personal or work basis with those named in Parts 1,2,3 and/or 4 of your licence application.**

### Housing Act 2004 Section 238 False or misleading information

(1) A person commits an offence if:

- (a) he supplies any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part,
- (b) the information is false or misleading, and
- (c) he knows that it is false or misleading or is reckless as to whether it is false or misleading.

(2) A person commits an offence if:

- (a) he supplies any information to another person which is false or misleading,
- (b) he knows that it is false or misleading or is reckless as to whether it is false or misleading, and
- (c) he knows that the information is to be used for the purpose of supplying information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part.

(3) A person who commits an offence under subsection (1) or (2) is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) In this section “false or misleading” means false or misleading in any material respect.

**If you have signed this declaration but want to make any information known or clarify any points please add them in the space below.**

**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 application

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

22. Is the proposed licence holder a member of any landlords association or other professional body? Eg NLA, RLA

Yes  No

22a. If **Yes**, please state which:

23. Is the proposed licence holder an accredited landlord?

Yes  No

23a. If **Yes**, please indicate which accrediting body:

24. Please list in the space below any training courses the proposed licence holder has undertaken or conferences attended in the last three years:

**You must now complete Part 6**

## Part 6: Property Details (Please 3 where appropriate)

25. When was the house built?

Pre 1919  1920-45  1946-64  1965-80  Post 1980

26. **Type of property:**

Detached  Semi-detached  Terraced  End of terrace

Purpose built flat in converted house  House converted into self contained flats

Mixed residential & commercial  House in single occupation

27. If converted, date of conversion:

27a. Please supply reference numbers:

Planning permission:

Building Regulations approval:

28. **How many storeys (include basements and attics):**

Two  Three  Four  Five  Six  Seven

28a. Give details of any commercial use e.g. shop on ground floor:

---

---

---

## 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

35. Does the property have a means of fire detection? Yes  No
- 35a. If **Yes**, does this system include:
- a fire alarm control panel Yes  No
  - heat detectors in the kitchens Yes  No
  - mains wired smoke detectors in rooms Yes  No
  - battery powered smoke detectors only Yes  No
  - sounders /alarms on all levels Yes  No
  - call points in the communal areas Yes  No
36. Has the fire alarm been tested in accordance with BS5839 at least quarterly?  
Yes  No   
(Please provide a copy of a current certificate of testing showing compliance to BS5839)
37. Is there a log book of inspection / testing? Yes  No
- 37a. If **Yes**, what is the date of the last entry?  
\_\_\_\_\_
- 37b. Please state the location of the log book (if applicable):  
\_\_\_\_\_
38. Name and address of the person responsible for maintaining the alarm system:  
\_\_\_\_\_  
\_\_\_\_\_
39. Does the property have an emergency lighting system throughout the common parts?  
Yes  No
- 39a. If **Yes**, has the system been tested in accordance with BS5266:Part 1: 2005 at least every three years?  
(If yes, please provide a copy of the most recent periodic inspection and test certificate).  
Yes  No
40. Are the doors that open on to communal areas capable of 30 minutes fire resistance? (FD30 Fire Doors)  
(If no, go to Q41) Yes  No
- 40a. If **Yes**, are all fire doors
- Fitted with intumescent strips? Yes  No
  - Fitted with smoke seals Yes  No
  - Fitted with self closers Yes  No
41. Are the doors that open on to communal areas of solid timber construction and close fitting capable of 20 minutes fire resistance?  
Yes  No
- 41a. If **Yes**, are all doors
- Fitted with intumescent strips? Yes  No
  - Fitted with smoke seals Yes  No
  - Fitted with self closers Yes  No

## 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  No   
Please provide a copy of the standard tenancy agreement or written details of the terms of a tenancy.
50. Is an inventory and schedule of condition prepared at the commencement of occupancy? Yes  No
51. Are rent books provided? Yes  No
52. If rent books are **not** provided, are the tenants given receipts/ rent statements? Yes  No  N/A
53. Are the tenants provided with a complaints procedure?  
If yes, please provide a copy Yes  No
54. Is there an emergency 24 hour contact telephone number that can be used by the tenants in relation to the property? Yes  No
- 54a. If **Yes**, please provide the number:  
\_\_\_\_\_
55. Are tenants required to provide deposits at the commencement of their tenancy? Yes  No
- 55a. If **Yes**, please provide details of the Deposit Protection Scheme used to protect the deposit

**You must now complete Part 10**

## Part 10: Property Management

### Services

#### 56. Gas installations

- You **must** supply, with this application, a copy of the current gas safety certificate(s) covering all gas appliances in the property. (You are required to have all appliances etc. checked annually by a Gas Safe registered engineer).

#### Electrical installations

- You **must** supply, with this application, a copy of an electrical test report for the property, completed by a competent electrical engineer that was carried out within the last 5 years. It must confirm that the installation is safe and satisfactory.

#### Electrical appliances

- You **must** provide electrical safety test certificates for all appliances provided in the property. For example a) Cooker b) Microwave c) Washing machine d) Portable electric heaters etc. Please note only those appliances provided by the landlord need to be checked.

### Repair/cleaning

57. Is there a schedule in place for general maintenance?  
Give details below Yes  No
58. Is there a schedule in place for inspection of furniture/appliances/services?  
Give details below Yes  No

## Part 10: Property Management (continued)

### Repair/cleaning (continued)

59. Is the property:
- structurally sound and in reasonable repair Yes  No
  - free from damp Yes  No
  - common parts and all rooms clean and in good repair Yes  No
  - good decorative state (internal and external) Yes  No
  - secure locks on external doors to prevent unauthorised entry (locks must meet fire safety requirements) Yes  No
- Are the windows double glazed Yes  No  Part
- Are all windows in living and sleeping accommodation openable to enable escape in the case of fire? Yes  No  Some

60. Is there a schedule for cleaning the common areas of the accommodation? Give details below including the name and address of any contractors

---

---

61. Is there a schedule for maintaining the gardens/yards? Give details below including the name and address of any contractors

---

---

### Heating

62. What form of heating does the property have?
- Gas fired central heating
  - Individual wall mounted gas heaters
  - Off peak night storage heaters
  - Individual wall mounted electric heaters
63. Does every unit of accommodation have fixed heating? Yes  No  Some
64. If there are cavity walls, is cavity wall insulation present? Yes  No
65. Is the loft insulated? Yes  No  Part

### Furniture

66. Where the property is let as furnished, you **must** also supply details that show that the furniture meets the current standards set out in the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1993).

### Furniture declaration

I declare that the furniture and furnishings I have provided in:

Property address:

meet the current standards set out in the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended 1993).

Name:

Signature:

Date:



## Part 11: Fee

- Please see enclosed fee structure
- If you are unsure about the correct fee to pay, please telephone: **01293 438281**
- The application will not be considered unless accompanied by the correct fee
- Please staple cheques to the front cover of this application form
- Cheques to be made payable to **Crawley Borough Council**. (Please write “**HMO licensing fee**” together with the address for which the application relates on the back of the cheque).
- Please state amount of fee paid  £

**Please use Part 12 if necessary and complete Part 13**

## Part 12: Additional Information

Please use this page if you need additional space for any of your answers or for any further relevant information:

## Part 13: Declarations

As the applicant, 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 to be licensed;
- Any owner of the property to which the application relates (if that is not you) i.e. the freeholder and any head lessors 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 other tenant whose lease or tenancy is for less than 3 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/she will be bound by any conditions in a licence if it is granted.

### You must tell each of these persons:

- Your name, address, telephone number and email address or fax number (if any);
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you);
- Whether this application is for an HMO licence under Part 2 or for a house licence under Part 3 the Housing Act 2004;
- The address of the property to which the application relates;
- The name and address of the local housing authority to which the application will be made;
- The date the application will be submitted.

**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.**

Name	Address	Description of persons interest in the property or the application	Date served

## 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)

- 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**  
**The 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 and rehabilitates.

A **'self-contained single household'** unit is accommodation that is self-contained and occupied by one household only.

**'Relevant building regulations'** are regulations made under the Building Act 1984.

### 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 0.15m<sup>3</sup> (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 0.15m<sup>3</sup> (5.6ft) per 5 persons and a freezer with a minimum capacity of 0.11m<sup>3</sup> (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 provide 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.

In Part 8 of the form you are required to provide information of the fire safety provisions there are in the property that needs to be licensed. They include fire detection and emergency lighting systems, and other fire precautions such as fire doors and a protected means of escape (i.e. staircases, landings etc). Please tick the appropriate boxes on the form to indicate what fire safety measures there are in the property.

A **'30 minute fire door'** is one which must be capable of providing 30 minutes fire resistance in terms of integrity when tested or assessed to BS 476: Part 22: 1987.

An **'emergency lighting system'** is designed to automatically illuminate the escape route upon failure of the supply to the normal artificial lighting. Any emergency lighting system installed in the property must comply with BS 5266: Part 1: 2005.

**'Fire safety equipment'** such as extinguishers and fire blankets where provided must be checked periodically and the correct sort of extinguisher must be provided. As a general guide, water extinguishers are required in escape routes, and carbon dioxide extinguishers along with fire blankets are required in shared kitchens.

The **Furnishings (Fire safety) Amendment Regulations 1993** set levels of fire resistance for domestic upholstered furniture, furnishings and other products containing upholstery. Upholstered furniture must have fire resistant filling material and must pass a cigarette resistance test and permanent covers must pass a match resistance test.

Landlords letting residential property will be expected to ensure that any soft furniture complies with these regulations.

**'Upholstered furniture'** which is covered by the above regulations include: beds, headboards, mattresses, sofa-beds, nursery furniture, garden furniture which can be used indoors, furniture in new caravans, scatter cushions, seat pads and pillows and loose and stretch covers for furniture.

You should be looking for furniture which is **properly labelled** as meeting the requirements of the regulations.

## Part 9

An **'occupier'** means a person who occupies the property as a residence; this person can be either a tenant, leaseholder, licensee or a person having an estate or interest in the property.

Children and babies are also considered to be occupiers, and should each be counted as one individual regardless of their age.

A **'letting'** is any rented unit of accommodation, this could be a:

- Room/bedsit
- Studio
- Flat
- Floor by floor let etc.
- House

For example, a house let as bedsits and rented to 5 people would count as five lettings.

A **'household'** for the purposes of the Housing Act 2004 comprises:

- A single person; or
- Co-habiting couples (whether or not of the opposite sex); or
- A family, including parents, grandparents, children (including foster children, step-children and children being cared for), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins. Half-relatives will be treated as full relatives. Any domestic staff are also included in the household if they are living in rent-free accommodation provided by the person for whom they are working.

Therefore, three friends sharing together are considered three households because they are not related as family. If a couple are sharing with a third person that would consist of two households.

If a family rents a property this is a single household. If that family had an au-pair to look after their children that person would be included in their household.

A **'habitable room'** is any room which can be occupied during the day. This includes bedroom, living room, dining room and a large kitchen where an armchair could be used. It does not include bathrooms, WC's and small kitchens.

When measuring rooms for plans please do not include any floor area which has a ceiling height below 1.53 m (5ft)

**'Rooms and areas in common use'** are essentially rooms and areas that are accessible by everyone occupying the property, and include shared kitchens and bathrooms, staircases, hallways and landings, storage rooms etc.

## 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 landlord.

Please tell us whether a written record is made of the furniture, fixtures and fittings in each letting and the condition they are in (an inventory) when tenants move into the property.

Please indicate whether the tenants receive a written record of the rent that has been paid. Unless records are given regularly to all tenants, please tick the 'No' box.

Please indicate whether the tenants are given a written procedure which explains what they should do if they have a complaint. This could be a part of the Tenancy Agreement or a separate document.

If the tenants are given a 24 hour telephone number to use in an emergency, please indicate this and give us the telephone number.

If tenants are asked to pay a deposit at the beginning of the tenancy, please indicate this. If a deposit is requested, tell us whether the tenants are given a written procedure for dealing with any dispute about whether the deposit should be returned in full or in part when the tenancy ends. This procedure could be part of the Tenancy Agreement or a separate document.

### Part 10

The most common 'gas appliance' in many properties is the central heating boiler, which provides hot water and/or heating. All associated fittings, including flues, are deemed to be included in the appliance. Wall mounted individual gas heaters need checking, as well as ovens and hobs, and anything else that uses gas as its power source.

Businesses and self-employed people working on gas fittings or appliances are legally required to be registered with Gas Safe (Council for Registered Gas Installers). If you need to find a registered installer, or need to check anyone's registration, you can visit the Gas Safe website at [www.gassaferegister.co.uk](http://www.gassaferegister.co.uk) or telephone their Customer Services on **0800 408 5500**.

The Gas Safety (Installation & Use) Regulations 1998 specify that it is the duty of landlords of relevant premises to ensure that all gas appliances, fittings and flues provided for tenants are safe. You must arrange safety checks on an annual basis and provide the council with copies – only certificates produced by bona fide Gas Safe Registered Gas Installers will be acceptable.

### Part 11

Please refer to separate fee structure sheet.

### Part 12

Please use this section if you require any further space to answer any of the previous questions (please indicate which question your answer relates to). You can also use this area to add any further information that you feel could be relevant to your application.

### Part 13

You must complete Part 13 by using the space provided to list the names, addresses and descriptions (e.g. leaseholder, mortgagee etc) of all persons who need to know that an application for an HMO licence has been made.

If you require more space to complete Part 13, please use the space provided in Part 12, or continue on additional sheets of paper, making sure you clearly number the sheets and attach them securely to the form.

The declaration must be signed and dated by:

- The applicant
- The proposed licence holder (if different to the applicant)
- The manager (if there is a manager)

### Checklist

You must ensure that you submit with the application form all the documents that are listed in the checklist section at the end of the form where relevant (for example not all properties will have gas appliances or fire detection systems).

The application will be considered incomplete if any of the required documents are not submitted at the same time as the form.



## 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 local housing authority,
- a body which is registered as a social landlord under Part 1 of the Housing Act 1996 (c. 52),
- a police authority established under section 3 of the Police Act 1996 (c. 16),
- the Metropolitan Police Authority established under section 5B of that Act,
- a fire and rescue authority, or
- a health service body within the meaning of section 4 of the National Health Service and Community Care Act 1990 (c. 19).

**Buildings occupied by students:** any building which is occupied solely or principally by persons who occupy it for the purpose of undertaking a full-time course of further or higher education at a specified educational establishment or at an educational establishment of a specified description, and where the person managing or having control of it is the educational establishment in question or a specified person or a person of a specified description.

**Buildings occupied by religious communities:** any building which is occupied principally for the purposes of a religious community whose principal occupation is prayer, contemplation, education or the relief of suffering.

### Buildings which are not HMOs (excluding Part 1) Schedule 1 Statutory Instrument 2006 No. 373

Buildings where its occupation is regulated by:

- Sections 87, 87A, 87B, 87C and 87D of the Children Act 1989;
- Section 43(4) of the Prison Act 1952;
- Section 34 of the Nationality, Immigration and Asylum Act 2002;
- The Secure Training Centre Rules 1998;
- The Prison Rules 1999;
- The Young Offender Institute Rules 2000;
- The Detention Centre Rules 2001;
- The Criminal Justice and Court Services Act 2000 (Approved Premises) Regulations 2001;
- The Care Homes Regulations 2001;
- The Children's Homes Regulations 2001; and
- The Residential Family Centres Regulations 2002;

### Adult placement schemes

Where a person is receiving care and his carer occupy living accommodation in the same building or part of a building, they are to be regarded as forming a single household for the purposes of section 254 of the Act if the carer is an adult placement carer approved under the Adult Placement Schemes (England) Regulations 2004; and the carer provides care in that living accommodation for not more than three service users under the terms of a scheme permitted by those Regulations. Please contact us if this section applies to your property.

Crawley Borough Council  
Town Hall  
The Boulevard  
Crawley  
RH10 1UZ

**Telephone**

01293 438000

**Fax**

01293 511803

**Email**

info@crawley.gov.uk

[www.crawley.gov.uk](http://www.crawley.gov.uk)

## Contact Details

If you have a question that you would like to ask us you can call us on

01293 438000

You could also e-mail us on

ps.housing@ crawley.gov.uk

If you want to write to us our address is:

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

You can also contact us by electronic mail through the council's website:

[www.crawley.gov.uk](http://www.crawley.gov.uk)

For minicom users the telephone number is:

01293 405202

This document is available in other formats on request. Please contact us if you would like a translation or copies in Braille, large print, audio tape or computer disk.