

FOR OFFICE USE ONLY
Date received:
Reference No:
Date passed to officer:
Fees received:

Application for Licence House in Multiple Occupation

Please use the accompanying notes when completing this form.

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 and black ink.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the application form.

Type of application (please tick appropriate box):

New licence Renewal of licence

Address of property to be licensed:

.....
..... Postcode:

Is the applicant the proposed licence holder? yes no (see note 1)

If yes, please go straight to Part 2 of the form. If no, please complete Part 1 of the form.

Part 1: Applicant details see note 1

Surname: First Name(s):

Address:

..... Postcode:

Telephone numbers: Home: Work:

Mobile: Fax No:

Email address:

What is your relationship to proposed licence holder: (please tick the appropriate box)

friend relative agent solicitor other (please specify):

What is your interest in the property?

.....

Please go to Part 2.

Part 2: Proposed licence holder details *see note 2*

Is the proposed licence holder *(please tick the appropriate box)*:

Individual Company Partnership Trustee Charity

Other *(please specify)*:

Name of proposed licence holder *(if a company, please give full company name)*:

.....

Address *(if company, please give registered office address)*:

.....

..... Postcode:

Telephone numbers: Home: Work:

Mobile: Fax No:

Email address:

Name of company secretary *(if applicable)*:

.....

Name of directors/partners/trustees *(if applicable)*:

.....

.....

Please go to Part 3.

Part 3: Manager details *see note 3*

Has an agent or individual been employed to manage the property?

yes - please go to **3.2** no - please go to **3.1**

3.1 If no, please provide the name, address and telephone number of the person who is responsible for the management of the property.

Name: Tel.No:

Address:

..... Postcode:

3.2 If yes, is the manager *(please tick appropriate box)*:

Individual Company Partnership Trustee Charity

Other *(please specify)*:

Name of manager *(if a company, please give full company name)*:

.....

Address *(if company, please give registered office address)*:

.....

..... Postcode:²

Telephone numbers: Home: Work:

Mobile: Fax No:

Email address:

Is the manager a member of a regulatory body? yes no

If yes, please state which regulatory body:

Please go to Part 4.

Part 4: Ownership details of the property to be licensed see note 4

Please provide the details of ownership and all others with a legal interest in the property to be licensed.

If you require more space, please continue on a separate sheet.

4.1 Name of freeholder(s)

Surname of freeholder 1: Forename(s):

Address of freeholder 1:

..... Postcode:

Email: Tel.No:

Surname of freeholder 2: Forename(s):

Address of freeholder 2:

..... Postcode:

Email: Tel.No:

4.2 Name of mortgagee, e.g. bank, building society or other who has a loan secured against the property.

.....

Address of mortgagee:

..... Postcode:

Email: Tel.No:

4.3 Name of leaseholder(s) (if none, state none). Please continue on an additional sheet if necessary.

Surname of leaseholder 1: Forename(s):

Address of leaseholder 1:

..... Postcode:

Email: Tel.No:

Surname of leaseholder 2: Forename(s):

Address of leaseholder 2:

..... Postcode:

Email: Tel.No:

Surname of leaseholder 3: Forename(s):

Address of leaseholder 3:

..... Postcode:

Email: Tel.No:

Surname of leaseholder 4: Forename(s):

Address of leaseholder 4:

..... Postcode:

Email: Tel.No:

4.4 Name of person who collects the rent:

Surname: Forename(s):

Address of person who collects the rent:

..... Postcode:

Email: Tel.No:

4.5 Person who receives the rent:

Surname: Forename(s):

Address of person who receives the rent:

..... Postcode:

Email: Tel.No:

4.6 Name of any other persons who may be bound by a condition of the proposed licence and who is not referred to in Parts 1, 2 and 3 of the form:

Surname: Forename(s):

Address of person who receives the rent:

..... Postcode:

Email: Tel.No:

Please go to Part 5.

Part 5: Occupier information *see note 5*

Please include all occupiers, including children and babies occupying the lettings.

5.1 How many individuals currently live at the property?

5.2 How many households currently live in the property?

5.3 How many separate lettings are available in the property?

5.4 Are any of the people listed in Parts 1, 2, 3 and 4 of the form living in the property?

yes no

If yes, please state their names:

Part 6: Property information see note 6

6.1 When was the property built? (please tick appropriate box):

- pre 1919 1919 to 1944 1945 to 1964
1965 to 1980 post 1980

6.2 Description of the property (please tick appropriate boxes):

- a house a flat purpose built block of flats
mixed residential & commercial house converted into self-contained flats
other (please specify):

6.3 Description of occupation (please tick appropriate boxes):

- shared house hostel studios shared flat
a mix of self-contained units and shared accommodation
bedsits with shared facilities self-contained single household unit
other (please specify):

6.4 If the accommodation is within a converted property, was the conversion done in accordance with the relevant building regulations in force at the time?

- yes no

If yes, what year was the conversion carried out? Date:

Please provide the relevant Building Control completion certificate for the conversion.

6.5 Please tick all of the floors the property has:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> basement storage | <input type="checkbox"/> basement residential | <input type="checkbox"/> basement commercial | |
| <input type="checkbox"/> ground floor | <input type="checkbox"/> first floor | <input type="checkbox"/> second floor | <input type="checkbox"/> third floor |
| <input type="checkbox"/> fourth floor | <input type="checkbox"/> fifth floor | <input type="checkbox"/> sixth floor | <input type="checkbox"/> over six floors |

Please go to Part 7.

Part 7: Amenities see note 7

7.1 Please specify which lettings detailed in Part 5 of the form have exclusive use of a bath and/or shower.

.....
.....

7.2 How many shared baths and/or showers are there in the property?

baths:..... showers:

7.3 Please specify which lettings detailed in Part 5 of the form have exclusive use of a WC:

.....
.....

- 7.4 How many shared WC's are there in the property?.....
- 7.5 How many shared WC's are in a separate compartment to the bathroom?.....
- 7.6 Please specify which lettings detailed in Part 5 of the form have exclusive use of a wash hand basin:
.....
- 7.7 How many shared wash hand basins are there in the property?
- 7.8 What kitchen facilities are provided in the house? *Please tick appropriate box:*
 shared kitchen(s) mixture of exclusive/shared kitchens
 exclusive use of kitchens only
- 7.9 How many sets of shared kitchen facilities are provided in the house?
- 7.10 How many lettings have exclusive use of a set of kitchen facilities? (*please specify*):
.....
- 7.11 How many sinks are there in the property?.....

Please go to Part 8.

Part 8: Fire safety see note 8

- 8.1 Does the property have a system of fire detection? yes no
- If yes, does the system include:
- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| a) a fire alarm control panel | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| b) heat detectors in the kitchens | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| c) mains wired smoke detectors in rooms | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| d) battery powered smoke detectors in rooms only | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| e) mains wired smoke detectors in common rooms | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| f) battery powered smoke detectors in common parts only | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| g) sounders/alarms on all levels | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| h) call points in the communal areas | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
- If there is a mains wired fire alarm and detection system, has it been tested in accordance with the BS5839 at least half yearly?
 yes no
- (If yes, please provide a copy of a current certificate of testing showing compliance to BS5839).
- Is there a log book of inspection/testing? yes no
- If yes, what is the date of the last entry?
- Please state the location of the log book (*if applicable*):
- 8.2 Does the property have an emergency lighting system? yes no

If yes, has the system been tested in accordance with BS5266: Part 1: 1988 at least every three years? (If yes, please provide a copy of the most recent periodic inspection and test certificate).

yes no

8.3 Are the doors that open on to the communal areas fire doors capable of 30 minutes fire resistance?

yes no

If yes, are they fitted with self-closers? yes no

8.4 Is the following fire safety equipment provided:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| a) fire blankets in all kitchens | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| b) fire blankets in all shared kitchens only | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| c) fire extinguishers | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |

If yes for fire extinguishers, please indicate how many, type and where they are located:

.....
.....

Has the fire safety equipment been serviced in the last 12 months? yes no

8.5 Does each tenant have clear written instructions on what to do in the event of a fire?

yes no

8.6 Are the tenants provided with upholstered furniture? yes no

Does the upholstered furniture you provided comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993)?

yes no

8.7 Are the electrical appliances in a safe condition? yes no

Please go to Part 9.

Part 9: Property management *see note 9*

9.1 Is there, displayed in a suitable position within the property, a notice giving the name, address and telephone number of the manager?

yes no

9.2 How many gas appliances are there in the property?

9.3 Does a Gas Safe registered contractor carry out safety checks for any gas appliances in the property?

yes no n/a

Please provide copies of the latest gas safety certificates.

9.4 How many gas safety certificates are enclosed (copies)?

- 9.5** Is there a programme in place for general maintenance of the property? yes no
- If yes, does this include:
- structural repair yes no
- amenities yes no
- equipment yes no
- furniture yes no
- 9.6** Are there adequate financial arrangements in place to allow for repairs works to be carried out at the property?
 yes no
- 9.7** Are the rooms and areas in common use in good repair? yes no
- Are the rooms and areas in common use in a good decorative state? yes no
- Are the rooms and areas in common use in a clean condition? yes no
- 9.8** Are arrangements in place for the regular cleaning of common parts? yes no
- If yes, how often are the common parts cleaned?.....
- 9.9** Are all of the staircases, passageways, corridors, halls, lobbies, balconies and entrances in common use free from obstruction?
 yes no
- 9.10** Are the amenities in common use regularly cleaned? yes no
- Are the amenities in common use in a good state of repair? yes no
- 9.11** Is the residents' living accommodation in a good state of repair? yes no
- 9.12** Are all the windows in a good state of repair? yes no
- Are all the windows fully operable? yes no
- Are all the windows double glazed? yes no some
- 9.13** What form of heating does the property have:
- Gas fired central heating yes no
- Off peak night storage heaters yes no
- Individual wall mounted gas heaters yes no
- Individual wall mounted electric heaters yes no
- Other (*please specify*):
- Is the loft insulated? yes no
- If there are cavity walls, do you have cavity wall insulation? yes no
- 9.14** Is the property free from all pests and vermin? yes no
- If no, please provide the details of the pest control contractor responsible for treating the infestation:

Please go to Part 10.

Part 10: Tenancy management *see note 10*

10.1 Are the tenants provided with written details of the terms of their tenancy?

yes no

10.2 Is an inventory prepared at commencement of occupancy?

yes no

10.3 Are rent books provided?

yes no

If rent books are not provided, are the tenants given receipts/rent statements?

yes no

10.4 Are the tenants provided with a complaints procedure?

yes no

10.5 Is there an emergency 24 hour contact telephone number that can be used by the tenants in relation to the property?

yes no

If yes, please provide the number:

10.6 Are tenants required to provide deposits at the commencement of their tenancy?

yes no

If yes, is there a written procedure to deal with deposit disputes at the end of a tenancy?

yes no

Please go to Part 11.

Part 11: Relevant information *see note 11*

11.1 Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state the particulars of any relevant issues (see below) 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. (Continue on a separate sheet if necessary).

Name	Date	Court	Offence	Sentence
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Relevant issues include:

- i) Criminal offences involving: Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003.

- ii) Practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in connection with a business.
- iii) Contravened any provision of housing and/or landlord and tenant law. These include but are not limited to:
 - (a) A Control Order under the Housing Act 1985
 - (b) Proceedings by a local authority
 - (c) The local authority carrying out Works in Default
 - (d) A Management Order under the Housing Act 2004
 - (e) Harassment or illegal eviction
- iv) Contravened any Approved Code of Practice (ACoP).
- v) Any criminal offence or subject to any other proceedings brought by a local authority or other Regulatory Body (for example breaches of the Environmental Protection Act 1990, planning control or compulsory purchase proceedings or fire safety requirements).

11.2 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

If yes, please provide the addresses of these properties, along with details of the authorities that issued the licence:

.....
 Postcode:

.....
 Postcode:

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

yes no

If yes, which authority refused the licence?

When was it refused:

11.4 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 3 of the Housing Act 2004?

yes no

If yes, please provide details of the licence condition(s) breached and the local authority in which they were breached:

.....

Please go to Part 12.

Part 14: Declaration see note 14

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 three years (including a periodic tenancy);
- The proposed licence holder (if that is not you);
- The proposed managing agent (if any) (if that is not you);
- Any person who has agreed that he will be bound by any 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 for an HMO licence under Part 2 or for a house licence under Part 3 of 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	Date	Description of the persons interest in the property or the application
..... Postcode
..... Postcode
..... Postcode

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:..... Signature:

Date:

Name of proposed licence holder:.....
(if different to applicant)

Signature:

Date:

Name of manager:..... Signature:

Date:

Name:.....
(if different to applicant)

Signature:

Date:

Name:.....
(if different to applicant)

Signature:

Date:

Please go to application checklist.

Checklist for submitting an application

Please enclose the following:

- A sketch plan for the property detailing the layout and position of each room (minimum A4 size for each floor).
- A current Inspection Report from a competent electrician that electrical appliances are safe.
- A Gas Safe certificate(s).
- BS5839 test reports relating to the fire detection system (if applicable).
- BS5266 test reports relating to the emergency lighting system (if applicable).
- Licence fee. Cheques should be made payable to Reigate and Banstead Borough Council.

For information on how to calculate the licence fee, please see note 14.

You must submit these documents with your application in any event.

The Council may require you to submit, or you may wish to submit, other documents, for example, copies of planning permissions, building regulations approvals, tenancy/licence agreements, certified accounts (or summaries), recent portable electrical equipment tests in support of your application.

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

**Housing & Pollution Team,
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.**