



# Licensing of Houses in Multiple Occupation

## Mandatory and Additional Licensing Renewal Form

### Housing Act 2004 Part 2

Licensing of houses in multiple occupation ensures that certain types of rented property meet necessary standards to ensure a house is safe for the occupants, also that the landlord is competent, qualified and the most appropriate person to manage it. The houses must have adequate fire precautions and sufficient kitchen and bathroom amenities for the number of occupants. The Council will take into account any criminal convictions that the landlord may have and may refuse to grant a license if the landlord is considered not to be a 'fit and proper' person.

Please answer all questions carefully and sign the declaration at the back of the form. If you have more than one property in multiple occupation you will need to complete a separate application form for each property. If you find there is insufficient space to supply your answers to a question, please use a continuation sheet and attach it to the application marking the sheet with the section number to which the information relates.

Complete the form carefully and legibly using black or blue ink and refer to the guidance notes to assist you in completing it. The following checklist provides details of the documentation that **must** be provided with this complete application form. (Please tick).

- ☐ Appropriate fee
- ☐ One passport sized photo (35mm x 45mm only)
- ☐ Electrical Installation Condition Report BS7671: Part P
- ☐ For the Proposed License Holder
- ☐ 1 Clear copy for proof of identity + 1 clear copy x proof of address
- ☐ Fire alarm Installation/Inspection and servicing report
- ☐ Emergency Lighting Periodic inspection and testing certificate
- ☐ Fire Safety Risk Assessment
- ☐ Energy Performance Certificate (EPC)
- ☐ PAT Test for portable electrical equipment
- ☐ Clear copy of Tenancy agreement
- ☐ Property layout plans (Layout plans should show the location of all the fire precaution equipment)

Please carefully  
attach photo of  
the proposed  
license holder  
here

The following documentation must be provided if available and applicable: -

- ☐ Building Regulations Completion Certificate
- ☐ Landlords Gas Safe Record and/or
- ☐ OFTEC CD/12 Landlord Oil Installation Check form
- ☐ Planning Approval (for any conversion or change of use to HMO)

For Office use only  
Date received

Fee amount

Reference

## 1. RENEWAL APPLICATION FOR THE LICENCING OF HOUSES IN MULTIPLE OCCUPATION (PART 2 HOUSING ACT 2004)

1a. Address of property to be licensed

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Postcode 

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1b. Type of application      Renewal      ☐  
 Reference No. of previous application or license 

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1c. Type of license      Mandatory      ☐  
    Additional      ☐      257      ☐

License Start date: 

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## 2. APPLICANT DETAILS (Person completing this application form)

2a. Surname 

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 Name(s) 

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Address 

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Postcode 

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Date of Birth 

---

 Place of Birth 

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Contact details

Home Tel. No. 

---

 Work Tel. No. 

---

Mobile Tel. No. 

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Email address 

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2b. What is your relationship to the proposed license holder? (Please tick the appropriate box).

Friend ☐      Relative ☐      Solicitor ☐  
 Agent ☐      Other ☐ (please give details below)

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### 3. PROPOSED LICENCE HOLDER DETAILS (person, business or organization whose name will be on the license)

3a. Status of the Proposed License Holder (PLH).

Individual or sole trader ☐      Company ☐      Partnership ☐  
 Charity or Trust ☐      Other ☐ (Please give details)

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3b. If company, partnership, charity or Trust, please give details: -  
 Business/organisation name (if registered, use the registered name)

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Registration No. (if applicable) \_\_\_\_\_

3c. Name of proposed license holder (if company, please give full company name)

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Address

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\_\_\_\_\_ Post code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Contact details of the PLH:

Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_

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

3d. Provide details about all company directors and the secretary (if the proposed license holder is a company), all partners (if it is a partnership), and all the trustees (if it is a charity or trust).

Name and address of the company secretary (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Names and addresses and dates of birth of directors/partners/trustees (as applicable)

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

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

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

#### 4.PROPOSED MANAGER OF THE PROPERTY TO BE LICENSED

4a Will the proposed license holder be the manager of the property? Yes/No

If no, please provide details about the manager.

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Address (if an organisation give the registered office or other official address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Contact details

Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_

Mobile Tel. No. \_\_\_\_\_

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

## 5. OWNERSHIP & CONTROL OF THE PROPERTY TO BE LICENSED

5a. Is the proposed license holder the owner of the property? Yes/No

5b. Does the proposed license holder have control of the property? Yes/No  
 (i.e. is legally entitled to receive the rental income from the property).

5c. Does the proposed license holder have the powers necessary to manage the property? Including: -

- |                                       |        |
|---------------------------------------|--------|
| - Let to and evict tenants            | Yes/No |
| - Access to all parts of the premises | Yes/No |
| - Authorise any necessary expenditure | Yes/No |

5d. Does anybody else have a legal interest in the property Yes/No  
 (e.g. as freeholder, leaseholder, mortgage provider)?  
 If yes, please give details in Section 5e.

5e. Please provide details about the owner(s) of the property (including your mortgage provider), anybody else who has a legal interest in the property and/or anybody who has agreed to be bound by the conditions of the license (if it is granted). Please continue on a separate sheet if necessary.

## 1. Interest in property

\_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address (if an organisation give the registered office or other official address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

## 2. Interest in property

\_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address (if an organisation give the registered office or other official address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

## 3. Interest in property

\_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address (if an organisation, give the registered office or other official address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

## 4. Interest in property

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address (if an organisation give the registered office or other official address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

## RENEWAL DECLARATION

Please check your original application submission and declare any changes to the details held by the Local Licensing Authority below. This form may only be used where there have been no changes in circumstance to the existing License.

Where changes have occurred, full details must be provided on a full license application form.

Please note the Declaration Form contained on Page 12 must also be signed and dated.

I/we confirm that details relating to the following questions remain the same as that stated for License Reference \_\_\_\_\_

Q6. FIT AND PROPER PERSON	Yes / No
Q7. DETAILS OF PROPERTY TO BE LICENSED	Yes / No
Q8. OCCUPANCY/ TENANCY INFORMATION	Yes / No
Q9. ACCOMMODATION DETAILS	Yes / No
Q10. HEATING AND ENERGY EFFICIENCY	Yes / No
Q11. GAS AND ELECTRICITY	Yes / No
Q12. FURNITURE SAFETY	Yes / No
Q13. RENT SMART WALES	Yes / No
Q14. MANAGEMENT OF THE PROPERTY TO BE LICENSED	Yes / No
Q15. OTHER PROPERTIES LICENSABLE UNDER THE HOUSING ACT 2004	Yes / No

## NOTIFYING PEOPLE ABOUT THE LICENCE APPLICATION

You must let certain people know in writing that you have made an application for a House in Multiple Occupation License under Part 2 of the Housing Act 2004.

These are:

- Any mortgagee of the property
- Any owner of the property, if that is not you
- Any other person who is a tenant or a long leaseholder of the property or any part of it other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy)
- The proposed license holder, if that is not you
- The proposed managing agent, if that is not you
- Any person who has agreed to be bound by any conditions in the licence if granted

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

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

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

**Please complete the table below with details of persons /relevant parties that have been notified that this application has been made and sign the declaration on page 12.**

<b>Name</b>	<b>Address</b>	<b>The person's interest in the property or application</b>	<b>Date of service</b>

## DECLARATIONS

I/we understand that the Council may need to carry out investigations to assess whether I/we am/are a “fit and proper” person for the purposes of Part 2 of the Housing Act 2004. I hereby authorise the Council to make such enquiries and share information as it sees fit. Such enquiries may include Criminal Records Bureau checks, liaison with the Police, Fire Service and other Local Authorities.

I/we declare that any gas appliances and electrical appliances provided for the use of tenants in the property are in good safe working order and comply with all relevant safety legislation.

I/we declare that any furniture provided for the use of tenants in the property are in good safe working order and complies with all relevant safety legislation.

I/we declare that the smoke and heat detectors/alarms installed in the house as described in this form are in good safe working order and comply with all the relevant safety information.

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

I/we declare that I/we have notified the people listed in the table on page 5 above about this application and that these are the only people known to me/us that are required to be informed that I have made this application.

I/we declare that adequate financial resources are available to maintain the property ensuring the health and safety of the tenants and fulfil all other statutory obligations.

**I/We declare that the house in respect of which a license is sought under Part 2 of the Housing Act 2004 is subject to a license under that Part at the time this application is made. I/We further declare that to the best of my/our knowledge none of the information previously submitted to the authority has materially changed since that**

**License Reference \_\_\_\_\_ was granted.**

**Applicant**

Full name \_\_\_\_\_ Capacity \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proposed license holder**

Full name \_\_\_\_\_ Capacity \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proposed manager**

Full name \_\_\_\_\_ Capacity \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION OF APPLICATION FOR A MANDATORY/ADDITIONAL LICENCE

### The Licensing of (HMOs and Other Houses) Applications, Standards Publication of Designations and Keeping of Registers) Regulations 2006

The above regulations require that I inform you that a licensing application under Part II of the Housing Act 2004 has been, or will be made in respect of:

Property to be licensed \_\_\_\_\_

<b>Proposed License holder</b>	<b>Name</b>  <b>Address</b>  <b>Tel. No.</b> <b>Email</b>
<b>Person completing application form (if different from proposed license holder).</b>	<b>Name</b>  <b>Address</b>  <b>Tel. No.</b> <b>Email</b>
<b>Proposed Manager</b>	<b>Name</b>  <b>Address</b>  <b>Tel. No.</b> <b>Email</b>
<b>Local Housing Authority Applied to:-</b>	<b>HMO Licensing, Community Wellbeing Ceredigion County Council Canolfan Rheidol Aberystwyth Ceredigion SY23 3UE</b>
<b>Date of HMO application</b>	
<b>Signature</b>	
<b>Date</b>	

## GUIDANCE NOTES

**“Renewal application” means an application for a license under section 63 of the Housing Act 2004 where, at the time the application is made, a license of the kind applied for is already held by the applicant and has effect in respect of the HMO.**

### **Applicant details**

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 license holder’ is the person whose name will be on the license (if issued). The proposed license holder must be the person who is the most appropriate person to hold the license 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 license 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.

As the applicant, you must provide the proposed license holders with details as follows: -

- Type of proposed license holder.
- Name.
- Correspondence address.
- Contact details.

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

### **Renewal Declarations**

Questions 3 to 15 – this is a declaration that there has been no changes in circumstance to the existing License.

**Where there are any changes in circumstance application shall be made using the full HMO application form.**

### **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 registered engineer).

### **Electrical installations**

You **must** supply with this application a copy of a current and satisfactory electrical test report for the property, completed by a competent electrical engineer. Certificates with code 1 or code 2 defects are not accepted as satisfactory.

### **Furnishings**

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 regulation 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.

### **Rent Smart Wales**

**The law now requires all landlords to register and agents and self-managing landlords to obtain a license from rent smart Wales.**

This law applies to all landlords and agents of private residential property in Wales. If you own, rent out, manage and/or live in a rented property then this law will impact on you.

Registration will last for 5 years and will then need to be renewed. During the registered period, landlords are under a legal obligation to keep the information they have provided up to date, e.g. if they change address or buy or sell a rental property in Wales.

From 23 November 2016, any person who has not registered and complied with the law and who is found guilty of the offence can be issued with a fixed penalty of £150, or if taken to court, can be fined up to £1,000.

Additional information is available at **[rentsmart.gov.wales](http://rentsmart.gov.wales)** or telephone **03000 133344**

## Fire Risk Assessment

You will be required to submit a copy of the property's Fire Safety Risk Assessment if the property is covered by the Regulatory Reform (Fire Safety) Order 2005. This could include purpose-built flats and bedsits, and purpose-built student accommodation (including when individual dwellings are owned by different landlords within the block). You may also be required to submit a Fire Safety Risk Assessment if it is deemed appropriate after an officer has visited your property and undertaken a full licensing inspection.'

An **'emergency lighting system'** is designed to automatically illuminate the escape route upon failure of the supply to normal artificial lighting

## Notifying Relevant Persons

You must complete the table on page 5 by using the space provided to list the names, addresses and descriptions (e.g. leaseholder, mortgage etc.) Of all people who need to know that an application for a HMO license has been made. The people who need to know about it are: -

- 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 mortgage provider for the property to be licensed.
- 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 license 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 license if it is granted.

If you require more space to complete Part 17, please continue on an additional sheet of paper, making sure you clearly number the sheets and attach them securely to the form.

## Checklist

**You must ensure that you submit with the completed application form all the required documents listed in the first part of the checklist on the front of this application form. Failure to submit these documents with the completed form will render the application form incomplete and it will not be processed.**

**If you would like further information on the licensing of houses in multiple occupation in Ceredigion, please contact the Community Wellbeing Service at the above address or email us at [housing@ceredigion.gov.uk](mailto:housing@ceredigion.gov.uk) or visit our website at [www.ceredigion.gov.uk](http://www.ceredigion.gov.uk)**