

**Economy Place & Skills Directorate
Housing Implementation Section**

Application for a Licence for a House in Multiple Occupation (HMO)

Housing Act 2004 Part 2



Oldham
Council

Housing Act 2004 Part 2

Application for a Licence for a House in Multiple Occupation

Address of property to be licensed
.....Postcode

What is this application for?

- Application for HMO licence – first property
Application for HMO licence – Subsequent property
Renewal of HMO licence

Section 1 – Applicant, Ownership and Licence Holder Details

Applicant Details

Name (in full).....
Address.....
..... Postcode
Telephone Number..... Mobile
Email Address

(If limited company include named individual as well as registered office)

Is the applicant the proposed licence holder (Please circle) Yes / No

Ownership Details of person who owns the property or any part of it (if different from the applicant):

Name (in full)
Address
..... Postcode
Telephone Number..... Mobile

Management Details of person managing the property if different from above:

Name (in full)
Address
..... Postcode
Telephone Number..... Mobile

Proposed Licence Holder (if different from applicant):

Name (in full)

Address

..... Postcode

Telephone Number..... Mobile

Email Address

What is your involvement in the property?

Do any other persons have an interest in the property? (e.g. mortgage providers, leaseholders):

Name (in full)

Address

..... Postcode

Telephone Number..... Mobile

Email Address

Continue on additional sheets if necessary

IMPORTANT NOTICE: THE LICENCE HOLDER MUST ADHERE TO CONDITIONS ATTACHED TO THE LICENCE AND THEREFORE WILL BE LIABLE FOR LEGAL ACTION PURSUED SHOULD CONDITIONS BE BREACHED.

If the applicant is a company, partnership or trust, please complete the following:

Limited Company

Partnership

Trust

Partners/Directors/Trustees (continue on additional sheets as necessary):

Name

Address Postcode.....

Telephone Number..... Mobile

Company Secretary:

Name

Address Postcode.....

Telephone Number..... Mobile

Section 2 – Fit and Proper Person

The local authority must consider evidence which shows that a manager and any person associated, or formerly associated with them, whether on a personal, work or other basis is a 'fit and proper' person for managing a house in multiple occupation.

Has the manager, or anyone else associated with the manager, ever been cautioned by the Police or convicted of an offence involving any of the following (Note that convictions which are spent under the Rehabilitation of Offenders Act 1974 do not need to be declared.):	
	Please tick if the answer is 'yes'
Harassment and/ or illegal eviction of tenants?	
Assault against another person?	
Crimes of dishonesty (theft, fraud, etc.)?	
Offences relating to drugs?	
Offences under Schedule 3 of the Sexual Offenders Act 2003?	
Unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in or in connection with the carrying out of any business?	
Breaches of the Housing (Management of Houses in Multiple Occupation) Regulations 1990/ 2006?	
Wilful or intentional non-compliance with statutory notices served under the Housing Act 1985 (as amended)?	

If you have ticked any of the above, please provide the relevant details below, including date, offence and sentence or order of the Court.

Date of offence	Date of conviction	Name and place of Court	Nature of Offence	Sentence

Are you a member of Oldham's Landlord Accreditation Scheme? Yes

No

Are you a member of a Landlord Association?

Yes

No

If yes, please give details

.....
.....
.....

Section 3 – Property Details

Is the property:

- a) Shared house (where tenants share one or more facilities such as kitchens or bathrooms)
- b) Bedsits (kitchen facilities provided in rooms but bathroom/w.c. facilities shared)
- c) Shared flat/ maisonette
- d) Hostel/ Bed and Breakfast for homeless person
- e) NASS accommodation
- f) Other (please specify)

Property Type:

- Detached house
- Semi detached house
- Mid terraced house
- End terraced house

Number of storeys (including basement or attic/loft if used as part of the accommodation)

Number of rooms used exclusively as:

- Bedrooms/ bed sitting rooms
- Kitchens
- Bathrooms
- Communal lounge/ dining room
- Separate W.C compartments

What type of heating is installed in the property?

- Gas central heating
- Electric central heating
- Fixed gas fires
- Fixed Electric heaters

Other.....

Is heating supplied in every room? Yes No

If No, which rooms don't have a heating appliance?

What type of cooking facilities are supplied?

How many cooking appliances are supplied?

- Microwaves
- Cookers

How many Fridges are provided?

What electrical and gas appliances are supplied by the landlord/owner/manager/licence holder?
Please state below:

.....
.....
.....

Does the proposed licence holder hold a HMO licence for a property outside of Oldham?
Yes No

If yes, please indicate which local authorities have granted licences for the same licence holder
(continue on additional sheets if necessary).

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.....
.....

Declaration

Please note that it is a criminal offence to knowingly supply information that is false or misleading for the purpose of obtaining a licence. Evidence of any statement made in this application may be required at a later date. If we subsequently discover something,

that is relevant and which you should have disclosed, or which as been incorrectly stated or described, then your licence may be revoked or other action taken.

NOTE: It is an offence to operate a licensable property without a licence. There is a £20,000 maximum fine for this offence on conviction in the Magistrates' court.

Furthermore an unlicensed property may become subject to an Interim Management Order. This has the effect of the Local Authority taking control of the property. Such an order can last for a maximum of 12 months and may be replaced by a Final Management Order which can last for up to 5 years.

Section 21 of the Housing Act 1988 is not available for the eviction of tenants in an unlicensed property.

In addition to the above sanctions the Residential Property Tribunal may also make a rent repayment order requiring you to repay any rents due during the period for which the property was unlicensed.

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 functions under Parts 1 to 4 of the Housing Act 2004 that is false or misleading or I/we are reckless as to whether it is false or misleading.

I/we declare that I/we have read the statement above and completed all parts of this application to the best of my/our knowledge and ability, and it is valid as of the date below.

Signed.....Date.....

Print name.....
(Proposed licence holder)

Signed.....Date.....

Print name.....
(Property owner)

Supporting Evidence

Please supply the following to support your licence application (all documents must be original copies):	
	Checklist - tick off when supplied
Fire alarm commissioning certificate and latest fire alarm test certificate	
Current Periodic Inspection Report Covering the electrical installation	
Current gas safety inspection certificate	
An example of a tenancy agreement	
PAT testing certificate covering all portable electric appliances not supplied by the tenants.	
Fire risk assessment	
Floor plans detailing layout of every floor	

Please send original documents and provide an address to which we may return the documents

Notes

You will be required to complete a House in Multiple Occupation Licence Application Form if you own/manage a HMO which is subject to Mandatory Licensing under Part 2 of the Housing Act 2004 and which is not yet licensed.

The same form may be used for renewing an existing HMO licence. You should apply for a new HMO licence shortly before the existing licence expires.

HMO licenses are not transferrable, so if the licence holder changes, the proposed applicant will be required to complete a new HMO licence application and submit the appropriate application fee.

If you need to amend/vary details on an existing HMO licence such as manager/owner (but not licence holder details) you do not have to complete this application form. You will however be required to complete a separate 'Variation to existing HMO Licences Form'.