Renewal Licensing Application Form for Houses in Multiple Occupation

(under Part 2 of the Housing Act 2004)

Wealden District Council

**** Please read the notes before completing this application 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.

If you require more space to answer any question, please use the space provided on page 11 or continue on additional sheets, specifying which question your answer relates to.

Type of application (please tick appropriate box):

Renewal License ☐

Address of house to be licensed

Postcode

For office use only

Date received	Date passed to officer	Reference number	Fee received

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(under Part 2 of the Housing Act 2004)

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

- 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

- It is three or more storeys (this includes basement and attic rooms) and

- 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 Housing Section on 01323 443321.

Landlords of HMOs subject to mandatory licensing who do not apply for a licence will be subject to enforcement measures including fines of up to £ 20,000 per property.

A separate form must be completed for each individual property that needs a licence.

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 or other action taken.

Is the applicant the proposed licence holder? Yes ☐ No ☐

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

Part 1: Applicant details

1.1 Surname……. First name(s)……..

1.2 Address……

……

…..……

……

……Postcode……

1.3 Date of birth ……

1.4 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……

Email address……

1.5 What is your relationship to the proposed licence holder? (please circle)

Friend Relative Agent Solicitor

Other…….

1.6 What is your interest in the property?

……

……

……

You must now complete Part 2.

Part 2: Proposed Licence Holder details

2.1 Type of proposed licence holder (please circle)

Individual Company Partnership Trustee Charity

Other (please specify) ……..

2.2 Name of proposed licence holder (if a company, please give full company name and registered office))

……

2.3 Address ……

……

……

……Postcode……..…

2.4 Date of birth (individual) ……

2.5 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……

Email address……

2.6 Name and address of company secretary (if applicable)

……

……

……

2.7 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

3.1 Has an agent been appointed to manage the house? YES/NO

3.2 If **no** please provide details of the person responsible for management.

Name……

Address……

……

……Postcode……

3.3 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……..

Email address……

3.4 If **yes**, please provide agents details

Type of agent (please circle) Individual Company Partnership Trustee

Other (please specify) ……..

3.5 Name of manager (if company, please give full company name)

……

3.6 Address (if company, give registered office)

……..……

……..……

……

……Postcode……

3.7 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no…….

Email address……

3.8 Is the manager a member of a regulated body YES/NO

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.

4.1 Name of freeholder……

4.2 Address……

……

……..

4.3 Contact details:

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……

Email address……

4.4 Name of mortgagee in possession

e.g. bank, building society

Name……

4.5 Address……

……

……

4.6 Name of leaseholder……

4.7 Address……

……

……

4.8 Name of leaseholder……

4.9 Address……..

……

……

(Continue on separate sheet if more than two leaseholders)

Part 4: continued

4.10 Name of person who **collects** the rent

Name……

4.11 Address……

……

……Postcode……..

4.12 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……

Email address……

4.13 Name of person who **receives** the rent

Name……

4.14 Address……

……

……Postcode……..

4.15 Contact details

Home tel no…….. Work tel no……

Mobile tel no……. Fax no……

Email address……

4.16 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.

4.17 Name……

4.18 Address……

……

……Postcode……

4.19 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

All information in this part will be treated as confidential and used only in connection with this application. The Council has a legal obligation to ask the following questions and you must disclose information that you think maybe 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.

5.1 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)?

Name	Date	Court	Offence	Sentence

(Continue on a separate sheet if necessary.)

5.2 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 local authority that issued the licence.

5.3 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**

If **yes**, which authority refused the licence?.....

When was it refused?.....

5.4 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/or 3 of the Housing Act 2004? **YES/NO**

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.

5.5 Is the proposed licence holder a member of any landlords association or other professional body? **YES/NO**

If **yes**, please state which ……

5.6 Is the proposed licence holder an accredited landlord? **YES/NO**

If **yes**, please indicate which accrediting body:……

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

5.8 Have you been assessed and approved by the East Sussex Supported Accommodation Team (SAT). **YES/NO**

Additional information

You must now complete Part 6

Part 6: FEE

- Please see enclosed fee structure.
- If you are unsure about the correct fee to pay, please telephone 01323 443321
- The application will not be considered unless accompanied by the correct fee.
- Please staple cheques to the front cover of the application form.
- Cheques to be made payable to Wealden District Council (Please write “HMO licensing fee and address of HMO” on the back of the cheques).
- Please state amount of fee paid | £ |

Now complete Part 7.

Part 7: Declarations

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.

I/We declare that the house in respect of which a licence is sought under Part2/Part 3 of the Housing Act 2004 is subject to a licence under that Part at the time this application is made. I/We further declare that to the best of my/our knowledge either: (a) none of the information described in paragraph 2(c) to (g) of that Act and previously submitted to the authority has materially changed since that licence was granted; or (b) the only material changes to that information are described as follows: [include description of all material changes]..

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).

Data Protection Statement

We will store and use your personal information in line with the Data Protection Act 1998. The Act sets out rules for processing personal information (known as personal data) and applies to both paper and electronic records. Any personal information you give us is held securely and will be used only for council purposes. Information that was collected for one purpose may be used for another council purpose, unless there are legal restrictions preventing this. Wealden District Council may share this information where necessary with other organisations, including (but not limited to) where it is appropriate to protect public funds and/or prevent fraud in line with the National Fraud Initiative guidelines. Please see www.wealden.gov.uk/dataprotection for further information.

I have read and understood this statement or this statement has been explained to me.

Signature…….Date…….

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

Property Services Manager
Wealden District Council
Vicarage Lane
Hailsham
East Sussex
BN27 2AX