

SECTION 7 - DECLARATION

Providing false information for the purpose of obtaining a license is an offence. In order to combat fraud we will check the information given to us, in connection with our application, with other agencies and government departments.

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 I/we are reckless as to whether it is false or misleading.

Furniture Safety Declaration

I declare that furniture and furnishings provided for use in the property meets current safety requirements (see notes)

Gas Safety Declaration

I declare that any gas appliance provided for use in the property is safe and meets current safety requirements. (see notes)

To be signed by all applicants

Signature of applicant(s):

..... Date
..... Date

Signature of manager or person collecting rents:

..... Date:
..... Date:

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:

Signature of applicant(s):

..... Date:
..... Date:

Please give the name address and description of the person's interest in the property and the date they were informed.

[Empty box for providing name, address, and description of interest]

Please supply additional information as required.

[Large empty box for additional information]

HOUSE IN MULTIPLE OCCUPATION
Housing Act 2004



Application for licence
For assistance call 01386 565341

For office use only:
Date received: _____ Received by: _____ Ref no: _____

Important please read

You must let certain persons know in writing that you have made this application or give them a copy of it. You can do this by completing the attached form. The persons who need to know about it are: Any mortgagee of the property/any owner of the property to which the application relates (if that is not you) ie the freeholder and any head lessees 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/she will be bound by any condition or conditions in a licence if it is granted.

You must tell each of these persons

Your name, address telephone number and e-mail address
The name, address, telephone number and e-mail address of the proposed licence holder (if it will not be you)
That this is an application under part 2 of the Housing Act 2004.
The address of the property to which it relates
The name and address of the local housing authority to which the application will be made
The date the application will be submitted

SECTION 1 - DETAILS OF APPLICANT SEE NOTES

Address of property to be licenced:

[Empty box for address of property to be licenced]

Applicant name: [] **Date of birth:** []

Tel no - daytime: [] **Tel no - evenings:** []

Fax no: [] **E-mail:** []

Applicant address: (If company, provide details of directors and company secretary)

[Empty box for applicant address]

Nature of interest in property: (eg owner/manager)

[Empty box for nature of interest in property]

Name of proposed licence holder:

[Empty box for name of proposed licence holder]

Address of any other properties to be licenced and other properties already licenced in other districts (separate application required): please continue on separate sheet if necessary

[Empty box for address of other properties]

SECTION 2 - DETAILS OF ALL OTHER PERSONS HAVING AN INTEREST IN THE PROPERTY

To include landlords/agents/owners/managers

Name:	Address:	Interest:

Name of person collecting rent:

Emergency contact number:

SECTION 3 - PREVIOUS CONVICTIONS (SEE NOTES)

TO BE COMPLETED BY THE APPLICANT AND (IF DIFFERENT) THE MANAGER OR PERSON COLLECTING RENTS. PLEASE PROVIDE DETAILS, SUBJECT TO THE REHABILITATION OF OFFENDERS ACT 1975, IF YOU HAVE BEEN CONVICTED OF ANY CRIME OR OFFENCE IN ANY COURT IN THE UNITED KINGDOM.

DO NOT INCLUDE MOTORING OFFENCES. IF THIS SECTION IS NOT APPLICABLE - COMPLETE AS 'NONE'

Name	Court	Offence and date	Sentence

SECTION 4 - PROPERTY STATUS

Is the property subject to a management order, improvement notice, demolition order or closing order or the subject of any civic proceeding in relation to Landlord and tenant law? Yes / No

If yes give details:

Date:	Details:

SECTION 5 - PROPERTY INFORMATION

What is the age of the property? pre 1919 / 1919-45 / 1945-1964 / 1965-1980 / 1981 on (please circle)

Is the property: a house / purpose built flats / a property converted into flats

Approximate date converted to current status?

On how many storeys is accommodation provided?

How many letting units are there? (Include Attics/Cellars)

What is the maximum occupancy?

Do you have written tenancy agreements?

How many gas appliances in the property?

Is the property let partly or fully furnished?

Does the property have the following fire precautions? (please circle the items already in place)
fire alarm / smoke alarms / extinguisher's / fire blanket / emergency lighting / fire doors

Do you have a fire and alarm systems maintenance contract?

Please supply copies of the following certificates:

- Gas safety test
- Fire safety test
- Electrical safety test
- Buildings insurance
- Sample of copy of tenancy agreement
- Public liability insurance

Please list all rooms starting at the ground floor including bedrooms, kitchens and bathrooms.

SECTION 6 - SCHEDULE OF ACCOMMODATION

	No of Bedrooms	Total no of Lets	Total no of Occupier's	No of baths or showers	No of WC's	Wash hand basins	No of kitchens
Basement							
Ground Floor							
First Floor							
Second Floor							
Third Floor							
Fourth Floor							