



Section B – Applicant(s) and Manager(s) Information

Mandatory HMO Licensing Application (Under Part 2 of the Housing Act 2004)

Please note: a photocopy of this form is acceptable for multiple applications by the same Applicant(s) and the same Manager(s) and made within the same financial year (April-March).

a. Name and address of applicant(s) and manager(s)

Please complete the following details - draw a line through any rows that do not apply.

Interest	Name	Address	Phone/fax	Email
Applicant				
Proposed licence holder				
Manager				
Person having control				
Anyone else bound by a licence condition				

b. If any of the above are a company, partnership, or trust, please indicate their business name and complete the following:

- i. Company/partnership/trust information including registered address or principal trading address where appropriate

.....

Tel: Email:

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ii. Names and addresses of all directors, partners or trustees (please continue on a separate sheet if necessary)

.....
.....
Tel: Email:
.....
.....
.....

iii. Name and address of Company Secretary

.....
.....
Tel: Email:

Please give us an address for service and confirm with the signature of all directors, partners or trustees:

.....
.....

Signed: Name: Position:
Signed: Name: Position:
Signed: Name: Position:
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Signed: Name: Position:
Signed: Name: Position:
Signed: Name: Position:

c. Fit and proper person

Where relevant, the local authority 'must have regard (among other things) to' evidence which shows that any person associated or formerly associated with the property (whether personally or on a work basis) is 'fit and proper'.

We may require your cooperation in obtaining Criminal Records Bureau information and may approach other local authorities and statutory bodies such as the police, Fire and Rescue Service, Office of Fair Trading, etc for information and confirmation. We may also share the information given on this form with other local authorities where you are a landlord or involved in property management.

We may also take up references with any organisation to which you say you belong or on whose lists you state you appear. Making this application will be taken as your agreement to any such action.

The following information must therefore be supplied in relation to any person that the applicant proposes will be involved in the management of the house:

- i. Details of any **unspent convictions** that may be relevant to the proposed licence holder's fitness to hold a licence, or the proposed manager's fitness to manage the HMO or house and in particular any such conviction in respect of any offence involving:
 - fraud or other dishonesty
 - violence or drugs
 - any offence listed in Schedule 3 to the Sexual Offences Act 2003
- ii. Details of any finding by a court or tribunal against the proposed licence holder or manager that they have practised **unlawful discrimination** in, or in connection with, the carrying on of any business, on grounds of:
 - sex
 - colour
 - race
 - ethnic or national origin
 - disability
- iii. Details of any contravention on the part of the proposed licence holder or manager of any provision of any enactment relating to **housing, public health, environmental health or of landlord and tenant law** which led to civil or criminal proceedings resulting in a judgement being made against them
- iv. Information about any HMO or house that the proposed licence holder or manager owns or manages (or has owned or managed) which has been the **subject of**:
 - **a control order** under section 379 of the Housing Act 1985 in the five years preceding the date of the application, or

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- any appropriate enforcement action described in section 5(2) of the Housing Act 2004
 - service of an improvement notice (s.11)
 - making a prohibition order(s.20)
 - serving a hazard awareness notice(s.28)
 - taking emergency remedial action (s.40)
 - making an emergency prohibition order (s.43)
 - making a demolition order (Housing Act 1985, s.265(1) or (2))
 - declare a clearance area (Housing Act 1985,s.289(2))

- v. information about any HMO or house the proposed licence holder or manager owns or manages (or has owned or managed) for which a local housing authority has **refused a licence** under Parts 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of his licence.

- vi. information about any HMO or house the proposed licence holder or manger owns or manages (or has owned or managed) that has been the subject of an interim or final management order under the Act.

If any of the above apply to you or anyone involved in the management of the property, please tell us which, the address involved and the date when the offence occurred or the adverse finding made in the civil jurisdiction, and any measures you have taken to ensure that the situation is remedied where possible.

Please use a separate numbered and headed sheet for each person involved in any offences to give us all the appropriate information. Please also complete the following table as appropriate.

	No offences	Yes – number of pages attached?
Applicant		
Proposed Licence Holder		
Person managing		
Person having control		
Any other person bound by licence condition		

If you are you a member of any landlords association or other professional body, please

tell us which and the date you joined

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If you are an accredited landlord with another authority, please tell us which and the date of accreditation

Are you on the lists for any academic or other organisation/institution?
.....

Please list any training courses you have undertaken or conferences attended in the last three years which you feel make you a better landlord.
.....
.....

Please give us any further information which may help us decide if the person managing is a fit and proper person. You may do this on a separate sheet.

d. Other licensable properties under the same ownership?

If you have other properties under your control that need to be licensed under Parts 2 (Mandatory Licensing) or 3 (Selective Licensing) of the act in this or any other local housing authority area, you are also required to provide a list showing details of these.

Where applicable, you need to prepare and attach a schedule to this application for each relevant licensing authority (with contact details) showing:

- The address of the property
- The number of floors
- The number of occupiers
- Whether the property is licensed under Part 2 or Part 3 of the Housing Act

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