



Housing Act 2004

MANDATORY HMO LICENCE RENEWAL APPLICATION FORM

Property Address: _____

Part 1 Personal Information

Please write clearly and ensure that all parts of the form are fully completed and no sections are left blank

1.1 Existing licence reference number _____

Your attention is drawn to the notes on completing the HMO Renewal Licence Application Form at the rear of this document.

1.2

APPLICANT	
Full name:	
Address:	
Telephone no:	Email:

1.3

PROPOSED LICENCE HOLDER	
Full name:	
Address:	
Telephone no:	Email:

1.4

MANAGER OF THE HMO(s)	
Full name:	
Address:	
Telephone no:	Email:

1.5

PERSON HAVING CONTROL OF THE HMO(s)	
Full name:	
Address:	
Telephone no:	Email:

1.6 Please confirm which of the above persons is the owner of the property/properties for which this licence application is made:

Applicant / Proposed licence holder / Manager / Person having control
***Please delete as applicable**

If none of the above is the owner, details of the owner must be provided below:

OWNER	
Full name:	
Address:	
Telephone no:	Email:

1.7 ANY OTHER PERSON WHO HAS AGREED TO BE BOUND BY A CONDITION OF THE LICENCE

Full name:	
Address:	
Telephone no:	Email:

1.8

Is the manager able to authorise works to the property?	Yes / No / N/A
If no, or not applicable, is the proposed licence holder able to authorise works?	Yes / No / N/A

1.9 As part of your application you must supply the local authority with the following information:

- 1) 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, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- 2) Details on any finding by a court or tribunal against the proposed licence holder or manager that he has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin, or disability in or in connection with the carrying on of any business.
- 3) 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 landlord and tenant law, which led to civil or criminal proceedings resulting in a judgement being made against him.
- 4) Information about any HMO or house the proposed licence holder or manager owns or manages or has owned or managed which has been the subject of
 - I. A control order under section 379 of the Housing Act 1985 in the last five years preceding the date of the application; or
 - II. Any appropriate enforcement action described in section 5 (2) of the Act.

- 5) Information about any HMO or house the proposed licence holder or manager owns or manages or has owned or managed, for which a local authority has refused to grant a licence under Part 2 or 3 of Act, or has revoked a licence in consequence of the licence holder breaching the conditions of his licence; and
- 6) Information about any HMO or house the proposed licence holder or manager owns or manages, or has owned or managed that has been the subject of an Interim or Final Management Order under the Act.

1.10 If any of the above statements apply to the proposed licence holder and/or the manager, you must provide full details, including dates, properties, action taken, etc. Please provide this on a separate sheet, making clear which person it relates to and submit together with the rest of your application form.

I have / have not enclosed additional information for Part 1 (delete as applicable)

1.11 You must let certain relevant 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 and sending it to them (Appendix 1). You will need to copy the form if notifying more than one party.

The persons who need to know about it are:

- Any mortgagee of the property to be licensed
- 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 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 will be bound by any conditions in a licence if it is granted

You must tell each of these persons:

- Your name, address, telephone number and e-mail address or fax number (if any)
- The name, address, telephone number and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you)
- Whether this is an application for an HMO licence under Part 2 or for a House Licence under Part 3 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the Local Housing Authority to which the application will be made
- The date the application will be submitted

1.12 Please supply the details of persons you have notified, in Part 2 of the application, for each property.

Now Complete Part 2

Part 2 Declarations

DECLARATIONS

- 2.1 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.
- 2.2 I/We declare that the house in respect of which a licence is sought under Part2/Part3 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].”.
- 2.3 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.

Details of all relevant persons or organisations:

Full Name	Address	Description of interest	Date of service

This section must be signed by all applicants

Signed: Date:

Signed: Date:

If you fail to complete all parts of the application, provide supporting documentation along with the appropriate fee, your application may not be valid.

Notes on completing the HMO Licence Renewal application form

This is a renewal application form for a licence to operate a single House in Multiple Occupation (HMO) in Shropshire.

If you are not sure how to complete this form, or how to get the supplementary information we require, then please get in touch with the Council's Community Protection Team by phone on 0345 678 900 or by email at communityprotection@shropshire.gov.uk.

Important Note about Planning Permission

Data Protection

All of the information provided in this application will be handled in accordance with the provision of the Data Protection Act 1998.

To fulfil the Council's obligations under Part 2 of the Housing Act 2004, the Council requires you to provide the information asked for in this form for the following purposes:-

- 1) To identify the persons involved in the management of the HMO and to facilitate legal proceedings in the event of any offence connected with the licensing of the HMO.
- 2) To obtain information needed to assess the fitness and competence of persons involved in the management of the HMO.
- 3) To link properties and persons involved in the management, control and ownership of the HMO.
- 4) To obtain information concerning the suitability of the property to be licensed as a HMO.

The information that you provide may be shared to the extent that it may need to be verified with other agencies such as the Police, other Local Authorities and other departments within the Council.

Some of the information you provide will be entered into a Public Register but only to the extent required by law.

The Council may be required to disclose to government agencies certain information you provide.

The information may be used for research, analysis and statistical purposes.

The Council may contact you regarding issues relevant to HMO's.

Part 1

If the person making the application (The Applicant) is also the proposed licence holder, please complete the name and contact details of the applicant only. You can then write 'Applicant' against the proposed licence holder section. Where applicable, this can also be done for the manager of the HMO and person having control of the HMO.

It is necessary to confirm whether the proposed licence holder is the most appropriate person to hold the licence, so ownership details must be confirmed. The local authority must also establish the relationship between the person in control and the manager, and must assess whether management arrangements are satisfactory. Please delete the options as applicable.

If any of the statements in section 1.9 apply to the proposed licence holder and/or the manager, you must give full details of the contravention(s) including addresses of the properties concerned and the nature and date(s) of the contravention(s).

You must let certain relevant 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 and sending it to them (Appendix 1). You will need to copy the form if notifying more than one party.

The persons who need to know about it are:

- Any mortgagee of the property to be licensed
- 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 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 will be bound by any conditions in a licence if it is granted

You must tell each of these persons:

- Your name, address, telephone number and e-mail address or fax number (if any)
- The name, address, telephone number and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you)
- Whether this is an application for an HMO licence under Part 2 or for a House Licence under Part 3 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the Local Housing Authority to which the application will be made
- The date the application will be submitted

Licence Fee

Section 63 of the Housing Act 2004 allows the Council to require a fee to accompany an application for an HMO Licence. The licence fee structure is approved by the Cabinet of Shropshire Council, and is subject to review from time to time. The fee covers the cost of administering the licence. Fees are not refundable unless in circumstances stipulated by regulations made under the Act, for example, where it is found that the house was not an HMO.

For further details about the current licensing fee structure, please contact the Private Sector Housing(Community Protection) Team by phone on 0345 678 9000 or by email at communityprotection@shropshire.gov.uk.

Please ensure that you enclose a cheque, made payable to Shropshire Council, for the appropriate fee together with your application.



The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006.

To: - ¹ _____

As required by Regulation 7 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, I/we hereby notify you that I/we propose to submit a licence application for a House in Multiple Occupation under Part 2 of the Housing Act 2004 to Shropshire Council, Shirehall, Abbey Foregate, Shrewsbury, Shropshire SY2 6ND.

The application will be submitted on ² _____

The licence application relates to ³ _____

APPLICANT	
Name	
Address	
Telephone number	
Fax number	
Email address	
Signed	

Proposed licence holder (only complete if different from the applicant):

PROPOSED LICENCE HOLDER	
Full name:	
Address:	
Telephone no:	Email:

¹ Insert name and address of recipient

² Insert date application to be made

³ Insert address of the property to be licensed



Supporting documentation

The licence holder is required to provide certain certificates in support of the licence renewal application. Failure to provide these certificates may affect the decision to grant a licence.

Please indicate which certificates you are submitting with your application by placing a tick in either the "Included" or "Existing" boxes below.

Document Description		Included	Existing	N/A
5.1	Gas Safety Certificate If there is a gas supply to the property you must provide a copy of the most recent Landlords Gas Safety Certificate issued by a Gas Safe Registered Contractor (it must not be more than 12 months old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Period Inspection Report for the Electrical Installation You must provide a copy of the latest inspection report issued by an approved electrician in accordance with BS7671 (it must not be more than 5 years old)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Fire Alarm Test Certificate You must provide a copy of the latest Fire Alarm Test Certificate issued by an approved electrician or specialist fire alarm contractor (it must not be more than 12 months old). If the fire alarm system was installed less than 12 months ago, then a copy of the Fire Alarm Installation Certificate is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4	Portable Appliance Test Certificate (PAT) If you provide electrical appliances as part of the tenancy or licence agreement, you must have them regularly inspected by an approved electrician if they are more than 12 months old. Portable appliances include such items as toasters, microwave ovens, kettles, washing machines, vacuum cleaners, portable heaters and other plug-in devices. Please provide a PAT certificate if required (it must not be more than 12 months old).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5	Copy of your Tenancy Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>