



APPLICATION FOR A LICENCE 2018-2023

FOR OFFICE USE

Received

PLH Number/ Property Number

IMPORTANT INFORMATION

It is an offence to provide false or misleading information intentionally or through recklessness.

PLEASE ENSURE ALL PARTS OF THE FORM ARE FULLY COMPLETED CLEARLY IN BLACK INK.

To qualify for any of the possible discounts available, landlords should send only fully completed application forms with all relevant documentation and payments included within the stated timescales (please see licence fee structure for more details). If the application is incomplete in any way it may be returned to you.

Throughout this form The Housing Act 2004 is referred to as 'The Act'.

Please refer to the associated 'Guidance on Completing the Application' whilst completing this form.

Reference documents also available include 'Selective Licensing in Hyndburn: General Guidance Notes', 'Selective Licensing: Criteria for Fit and Proper Person and Management Standards & Standard Licence Conditions' and 'Selective Licence Fees'. All of which are available from:

Private Rented Team
Regeneration and Housing
Scaitcliffe House
Ormerod Street
Accrington
BB5 0PF

Telephone: 01254 388111

E-mail: selectivelicensing@hyndburnbc.gov.uk

Website: <http://www.hyndburnbc.gov.uk/selectivelicensing>

SECTION 1 - ADDRESS OF HOUSE REQUIRING A LICENCE (INCLUDING POSTCODE)

Postcode:


**SECTION 2 - DETAILS OF THE PERSON WHO COLLECTS THE RENT – This is defined in the Act as the person having control of the house.
(If this is an organisation state the organisation name and then provide full details in Section 6)**

| | |
|---|----------------------------|
| Title (Mr, Mrs, Dr etc.): | Full Name: |
| Address: | |
| Postcode: | |
| Phone Number: | Emergency Phone Number: |
| e-mail address: | |
| Date of Birth: | National Insurance Number: |
| Who ultimately receives the rent? (please tick the box that applies) Owner <input type="checkbox"/> Person who collects the rent <input type="checkbox"/> Other <input type="checkbox"/> (if other please give full details in Section 13) | |

**SECTION 3 - DETAILS OF THE OWNER OF THE HOUSE - This is defined in the Act as the person managing the house, for joint owners include the details in relation to other owners in Section 13
(If this is an organisation state the organisation name and then provide full details in Section 6)**

| | |
|---|----------------------------|
| If this is the same as in Section 2 please tick <input type="checkbox"/> and proceed to Section 4 | |
| Title (Mr, Mrs, Dr etc.): | Full Name: |
| Address: | |
| Postcode: | |
| Phone Number: | Emergency Phone Number: |
| e-mail address: | |
| Date of Birth: | National Insurance Number: |

SECTION 4 - WHO IS THE PROPOSED LICENCE HOLDER? - The Council will only issue the licence to the most appropriate person, which is usually the person in control of the house unless there are exceptional circumstances. The council will not normally accept a licence holder who is not resident in the United Kingdom

| | |
|---|---|
| Person Collecting Rent <input type="checkbox"/> Owner <input type="checkbox"/> Other <input type="checkbox"/> |  |
| It Other, please give full details as in Sections 2&3: | |
| | |
| | |
| Please provide a passport sized photograph of the Proposed Licence Holder if this is an individual. | |

SECTION 5 - DETAILS OF ANY OTHER PERSON INVOLVED IN THE MANAGEMENT OF THE HOUSE – This is the Proposed Manager and has a different meaning to the ‘Person Managing the House’.

(If this is an organisation state the name and provide full details in Section 6)

5.1 Is there anyone else involved with the management of the house?

YES / NO

If YES you must give their details below and they must sign the declaration at Section 14 confirming they agree to be bound by the conditions of the licence.

Title (Mr, Mrs, Dr etc.):

Full Name:

Address:

Postcode:

Phone Number:

Emergency Phone Number:

e-mail address:

Date of Birth:

National Insurance Number:

Please give details of their role. Do they:

5.2 Collect the rent?

YES / NO

5.3 Let the house on your behalf?

YES / NO

5.4 Order repair/ maintenance work on the house?

YES / NO

5.5 Act as a point of contact for the tenant?

YES / NO

5.6 Please give a brief description of any other involvement they have:

If the Proposed Manager is an individual please provide a passport sized photograph

Affix Photo

SECTION 6 - IF SECTION 2,3 OR 5 IS A COMPANY, PARTNERSHIP, CHARITY OR TRUST

6.1 Please indicate if either the person who collects the rent and/or the owner and/or the person involved with the management are a company, partnership, charity or trust by ticking one or more of the below:

| | | |
|--|-----------------------------------|---|
| Person who collects the rent <input type="checkbox"/> | Owner <input type="checkbox"/> | Person involved with the Management <input type="checkbox"/> |
|--|-----------------------------------|---|

(Please use Section 13 or a photocopy of this page if more than one company operate different roles)

Name of Organisation:

Company Number (if applicable):

Registered Address:

Postcode:

Primary Contact Name:

Position:

Phone Number:

Emergency Phone Number:

e-mail address:

Operational Address (if this is different from the registered address):

Postcode:

6.2 DIRECTORS, TRUSTEES AND OR PARTNERS – Please provide the following details for all Directors / Trustees / Partners:

a) Full Name b) Position c) Home Address with Postcode

| | | |
|--|--|--|
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SECTION 7 - FIT AND PROPER DETAILS

The proposed licence holder must be a 'Fit and Proper Person'. The local authority "must have regard (among other things) to" evidence which shows that the proposed licence holder or any person associated or formerly associated whether personally or on a work basis with the proposed licence holder, provided it is relevant to whether that person is fit and proper.

Please answer all the following questions:

7.1 Has the proposed licence holder or manager:

Been convicted 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 (offences attracting notification requirements)?

Proposed Licence Holder

YES / NO

Manager

YES / NO

7.2 Has the proposed licence holder or manager:

Been found by a court or tribunal to have practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business?

Proposed Licence Holder

YES / NO

Manager

YES / NO

7.3 Has the proposed licence holder or manager:

Been convicted of an offence under The Housing Act 2004, The Protection from Eviction Act 1977, the Criminal Law Act 1977 s 6 or any other provision of the law relating to housing, environmental health or landlord and tenant law (including Part 3 of the Immigration Act 2014)?

Proposed Licence Holder

YES / NO

Manager

YES / NO

7.4 Does the proposed licence holder or manager:

Require leave to enter or remain in the United Kingdom but not have the required leave to do so?

Proposed Licence Holder

YES / NO

Manager

YES / NO

7.5 Is the proposed licence holder or manager:

Insolvent or an undischarged bankrupt?

Proposed Licence Holder

YES / NO

Manager

YES / NO

SECTION 7 - FIT AND PROPER DETAILS – CONTINUED

The proposed licence holder must be a 'Fit and Proper Person'. The local authority "must have regard (among other things) to" evidence which shows that the proposed licence holder or any person associated or formerly associated whether personally or on a work basis with the proposed licence holder, provided it is relevant to whether that person is fit and proper.

7.6 Has the proposed licence holder of manager ever been in control of a property:

| | | |
|---|--|--|
| Subject to a Control Order or Management Order? | Proposed Licence Holder <input type="text" value="YES / NO"/> | Manager <input type="text" value="YES / NO"/> |
|---|--|--|

7.7 Has the proposed licence holder of manager ever been in control of a property:

| | | |
|---|--|--|
| Where works have been carried out in default by a local authority or other agency following non compliance with a statutory notice? | Proposed Licence Holder <input type="text" value="YES / NO"/> | Manager <input type="text" value="YES / NO"/> |
|---|--|--|

7.8 Has the proposed licence holder of manager ever been in control of a property:

| | | |
|-------------------------|--|--|
| Been refused a licence? | Proposed Licence Holder <input type="text" value="YES / NO"/> | Manager <input type="text" value="YES / NO"/> |
|-------------------------|--|--|

7.9 Has the proposed licence holder of manager ever been in control of a property:

| | | |
|--|--|--|
| Breached conditions of a Housing Act 2004 licence? | Proposed Licence Holder <input type="text" value="YES / NO"/> | Manager <input type="text" value="YES / NO"/> |
|--|--|--|

7.10 Do any of the above 7.1 – 7.9 apply to any person associated with or formerly associated with the proposed licence holder? E.g. a relative or in the case of a business, a company director or any senior partner. This is not an exhaustive set of examples.

| | |
|--|--|
| Proposed Licence Holder <input type="text" value="YES / NO"/> | Manager <input type="text" value="YES / NO"/> |
|--|--|

If you have answered YES to ANY of the above questions in SECTIONS 7.1 to 7.10 please give details in SECTION 13.

Note- The Council will carry out checks to make sure the proposed Licence Holder and any Manager is a fit and proper person. We may require the proposed Licence Holder and any Manager to provide the original copy of a valid Disclosure Scotland check issued within the last 6 months. This disclosure will show all unspent convictions under the Rehabilitation of Offenders Act 1974.

| SECTION 8 - MANAGEMENT ARRANGEMENTS | |
|---|---|
| 8.1 Have the tenants been provided with the details of the proposed licence holder, and if applicable the manager, including contact address, daytime telephone number and emergency 24 hour telephone number? | <input type="button" value="YES / NO"/> |
| 8.2 Are arrangements in place for management of the property in the absence of the proposed licence holder and/or manager? If YES, give details below: | <input type="button" value="YES / NO"/> |
| Name: | Contact Number: |
| 8.3 How does the proposed licence holder and/ or manager obtain references for new tenancies? Please state: | |
| 8.4 Are all tenants provided with written details of the terms of their tenancy? Please supply a copy of the current Tenancy Agreement with the application form. | <input type="button" value="YES / NO"/> |
| 8.5 Does the Tenancy Agreement include a clause relating to anti-social behaviour by the tenant, members of their household and visitors? | <input type="button" value="YES / NO"/> |
| 8.6 What steps do you take to prevent or reduce anti-social behaviour by a person either occupying or visiting the house? (continue in Section 13 or supply extra evidence you deem appropriate) | |
| 8.7 Are records kept of visits by the proposed licence holder and/ or manager to the property(ies)? | <input type="button" value="YES / NO"/> |
| 8.8 Is there current suitable and sufficient buildings insurance cover for the property(ies)? | <input type="button" value="YES / NO"/> |

| | |
|---|-----------------|
| <p>8.9 Does the proposed licence holder have sufficient funds available to enable the house to be suitably managed and maintained?</p> | <p>YES / NO</p> |
| <p>8.10 Does the proposed licence holder and/or manager agree to improve and maintain their knowledge and competency by undertaking training and development in housing related matters?</p> | <p>YES / NO</p> |
| <p>8.11 Is the proposed Licence holder a full member of an approved national Landlords/ Letting Agent Association? E.g. NLA, RLA, ARLA If YES, please give details below:</p> | <p>YES / NO</p> |
| <p>Association: Membership Number:</p> <p>Name in which membership is held:</p> <p>Please note – this information will be used to verify membership and apply the discount to the licence fee if applicable so please make sure this information is complete and correct.</p> | |

SECTION 9 – DETAILS OF OTHER PROPERTIES HELD BY THE PROPOSED LICENCE HOLDER

Does the Proposed Licence Holder hold any other licences under Part 2 or Part 3 of the Housing Act 2004 in another Council area in England or Wales?

YES / NO

If YES please give details:

| Local Housing Authority | Address of licensed house (including post code) | Part 2 or Part 3? |
|-------------------------|---|-------------------|
| | | |
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| | | |

Please continue in Section 13 if necessary

SECTION 10 - DETAILS OF OTHER PROPERTIES HELD BY THE PROPOSED LICENCE HOLDER

Does the Proposed Licence Holder or Owner own or manage any other properties within the Selective Licensing area (see Selective Licensing Street List)?

YES / NO

Please list all properties below and continue on additional sheets if necessary:

| | |
|-------------|--|
| Property 1 | |
| Property 2 | |
| Property 3 | |
| Property 4 | |
| Property 5 | |
| Property 6 | |
| Property 7 | |
| Property 8 | |
| Property 9 | |
| Property 10 | |

Please continue in Section 13 if necessary

SECTION 11 - DESCRIPTION OF THE HOUSE

11.1 Type of Property (please tick):

House in single occupation

House in multiple occupation

Flat in single occupation

Flat in multiple occupation

A house converted into and comprising only self-contained flats

A purpose built block of flats

Other – please state.....

11.2 The house is:

Detached

Semi-detached

Terraced

Other

11.3 The estimated age of the property is:

Pre 1919

1919-1945

1946-1964

1965-1980

Post 1980

11.4 Please state the total number of:

Bedrooms.....

Bath/ shower rooms.....

Living/ dining rooms.....

Kitchens.....

Toilets.....

Wash Basins.....

Sinks.....

11.5 People living in the property

Please state the total:

Number of separate letting units.....

Number of households.....

Number of occupants.....

Please state the date you first let this house:

.....

11.6 Does the house have heating in every room?

YES / NO

If No, please give details:.....

.....

11.7 Which storeys does the property have?

Basement/cellar.....YES / NO...

Ground Floor.....YES / NO...

First Floor.....YES / NO...

Second Floor.....YES / NO...

Attic.....YES / NO...

Other.....

(Please state)

11.8 Details of smoke alarms provided on each level (please tick):

Removable battery Fixed Battery Mains wired

Removable battery Fixed Battery Mains wired

Removable battery Fixed Battery Mains wired

Removable battery Fixed Battery Mains wired

Removable battery Fixed Battery Mains wired

Removable battery Fixed Battery Mains wired

Note: Working smoke alarms must be fitted on each storey of the house before a licence can be issued. If you have indicated that the house is served by Removable Battery powered smoke alarms these must be replaced by mains wired or fixed battery smoke alarms and written confirmation provided before a licence can be issued.

11.9 Please give details of other fire precaution equipment and fire safety advice provided to occupiers:
.....
.....

11.10 Please give details of fire escape routes from the house:
.....
.....

11.11 Does the house have a gas supply? YES / NO
If YES please include a current gas safety certificate with this application

11.12 Are there any solid fuel burning combustion appliances in the property? YES / NO
e.g. open fires and wood-burning stoves
If YES, please state the type of solid fuel appliance.....
Where is it located?.....

11.13 Have working carbon monoxide alarms been fitted in the house? YES / NO
Where are these located?.....
.....
If NO and there are solid fuel appliances in the house you must provide carbon monoxide alarms in accordance with the manufacturer's instructions, and supply written confirmation of this before a licence will be issued.

11.14 PORTABLE ELECTRICAL APPLIANCES (e.g. washing machine, fridge, microwave, kettle)
Are any portable electrical appliances provided as part of the tenancy? YES / NO
If YES they should have been tested by a qualified contractor and given a PAT safety certificate within the last 12 months – please include any certificates with this application.

11.15 SOFT FURNISHINGS (e.g. beds, sofas, armchairs)
Do you supply any soft furnishings as part of the tenancy? YES / NO
If YES, do these meet the fire resistance standards laid out in the Furniture and Furnishings (Fire) (Safety) Regulations 1988? YES / NO

11.16 ELECTRICAL SAFETY STANDARDS IN THE PRIVATE RENTED SECTOR (ENGLAND) REGULATIONS 2020 – Landlord's duty to ensure that national standards for electrical safety are met
Please supply with this application a copy of a report that confirms that the electrical installation has been inspected and tested by a qualified and competent person. The report must have been carried out in the last 5 years and comply with 18th Edition Wiring Regulations BS7671:2018 (5). The report must give the results and set a date for the next inspection and test.
Where further investigative or remedial work is indicated in the report, you must supply written confirmation from a qualified person that this work has been carried out and that the electrical safety standards are met.
Please refer to the *Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020* for further information. Guidance can be found at:
<https://www.gov.uk/government/publications/electrical-safety-standards-in-the-private-rented-sector-guidance-for-landlords-tenants-and-local-authorities>

SECTION 12 - NOTIFICATIONS

You must let certain persons know in writing that you have made this application or give them a copy of it. The persons who need to know are:

1. Any mortgagee of the house to be licensed;
2. Any owner of the house to which the application relates (if this is not you) i.e. the freeholder and head lessors who are known to you;
3. Any other person who is a tenant or long leaseholder of the house 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);
4. The proposed licence holder (if that is not you);
5. The proposed managing agent (if any) (if that is not you);
6. Any person who has agreed that he will be bound by any conditions in a licence if it is granted.

Are any of the above categories applicable to your house?

YES / NO

If YES, you must tell each of these persons:

1. Your name, address, telephone number and e-mail address or fax number (if any);
2. The name, address, telephone number and e-mail address and or fax number (if any) of the proposed licence holder (if it will not be you);
3. 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;
4. The address of the house to which the application relates;
5. The name and address of the local housing authority to which the application will be made;
6. The date the application will be submitted.

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.

| Name of person or organisation | Correspondence Address | The person's interest in the house and/or application | Date Notice served |
|--------------------------------|------------------------|---|--------------------|
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SECTION 14 DECLARATIONS – Please tick to confirm you have read and agree to the following statements:

I/We understand that failure to produce any information requested will delay the processing of the application and will result in the licensing authority giving consideration to the refusal of the application.

I/We agree to the Council making enquiries with any relevant agencies/parties, e.g. H.M.R.C., the Police, other Councils or parts of Hyndburn Borough Council, to verify the statement I/We have made.

I/We agree that information I/We have supplied to Hyndburn Borough Council in respect of any previous applications for Selective Licensing of this property may be used in relation to this application.

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 knowingly 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. I/we understand and accept that if I/we withhold information or provide false or misleading information this may result in this application being rejected.

Signed:

Date:

Print Name:

PROPOSED LICENCE HOLDER

Signed:

Date:

Print Name:

PROPOSED JOINT LICENCE HOLDER / PROPOSED MANAGER (DELETE AS APPROPRIATE)

The person who has completed the form is the:

PROPOSED LICENCE HOLDER / PROPOSED MANAGER / OTHER (delete as appropriate)

If OTHER please give details:

Signature:

Date:

Print Name:

Address:

.....

Telephone Number:

Email Address:

DATA PROTECTION STATEMENT

Hyndburn Council requires the personal data in this application to enable it to issue a selective licence. This personal data may be shared with other departments of the Council for the purpose of carrying out their respective functions.

We may also use this data for the prevention and detection of crime and the collection of any tax or duty. We may share it with other agencies such as HMRC, other Local Housing authorities or the Police as part of our joint approach to ensuring that only fit and proper persons are licensed to let residential property in the designated selective licensing area.

Data held by the Local Authority in respect of selective licensing shall be stored in a Register as required by Section 232 of the Housing Act 2004. The information in the Register shall be available, upon request, to third parties.

We will keep your personal data safe and secure and will not disclose it to anyone else without your consent, unless we are permitted by law to do so.

I / we consent that the information supplied with this application may be shared in accordance with this Data Protection Statement.

Signed Signed

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

PROPOSED LICENCE HOLDER

PROPOSED MANAGER

You have the right to withdraw this consent at any time in the future by notice in writing to the PRIVATE RENTED TEAM at the above address or by email to selectivelicensing@hyndburnbc.gov.uk

PUBLIC REGISTER INFORMATION

The information the Council is obliged to publish in respect of each licence granted under Part 3 of the Housing Act 2004 is as follows:

1. The name and address of the Licence Holder
2. The name and address of the person managing the licensed house
3. The address of the licensed property
4. A short description of the licensed property
5. A summary of the conditions of the licence
6. The commencement date and duration of the licence
7. Summary information of any matter concerning the licence that has been referred to a Residential Property Tribunal (RPT) or to the Lands Tribunal (LT).
8. Summary information of any decision of the RPT or LT that relates to the licensed property together with the reference number allocated to the case by the RPT or LT.

SECTION 15 - PREFERRED PAYMENT METHOD

The Application fee must accompany your application.

The Annual fee must be paid in full or an arrangement agreed before a licence is issued. Please indicate how you would prefer to pay the Annual Fee by selecting one of the options below:

- Annual Instalments
- Monthly Instalments
- Quarterly Instalments
- Single Payment (for the full licensing period)

If paying by instalments please select a payment method:

- Instalments by Direct Debit (please include a direct debit mandate)
- Instalments by Cash/Card/Bank Transfer/Cheque.....

Invoices will be issued to you for the amounts that need to be paid.

DECLARATION

State the name of the person who is paying the licence fee:

.....

I AM THE PROPOSED LICENCE HOLDER/ OWNER/ OTHER (DELETE AS APPROPRIATE)

I understand by applying for the licence I am liable for the licence fee which comprises the Application Fee and the Annual Fee. I understand that the Application Fee must accompany the application and that the Annual Fee must either be paid in full before a licence is issued or I will enter into an agreement with the Council to pay the Annual fee in instalments (unless the Council has reason to refuse this method).

Signed:

Date:

Print Name:

Please refer to the Licence Fee schedule for further information.

BEFORE YOU RETURN YOUR FORM, PLEASE ENSURE

- All sections are complete.....
- Passport size photo(s) attached to form where applicable.....
- All relevant people have been notified of your application.....
- Declarations signed by Proposed Licence Holder.....
- Declarations signed by any Proposed Manager.....
- Preferred payment method indicated and Declaration signed.....

CHECKLIST OF ITEMS TO RETURN WITH YOUR LICENSING APPLICATION

- Annual Gas Safety Certificate YES / NO / NOT APPLICABLE
- Electrical Report (see 11.16) YES / NO / NOT APPLICABLE
- PAT safety certificate YES / NO / NOT APPLICABLE
- Direct Debit Mandate (if applicable).....

ABOUT YOU

The following questions are optional however if you are an individual rather than completing on behalf of a company this will help the Council to understand the profile of its private landlords and enable services to be tailored accordingly. Please note all information gathered in this part will be treated in the strictest confidence.

| | | | | | |
|----------------------------|-----------------------------|--|-------------------------|---------------------------|-----------------|
| What is your ethnic group? | | | | | |
| | | | | | |
| White | British | | Irish | Other European | Gypsy Romany |
| | Traveller of Irish Heritage | | Other | | |
| | | | | | |
| Black/Black British | African | | Caribbean | Other | |
| | | | | | |
| Asian/Asian British | Bangladeshi | | Chinese | Indian | Kashmiri |
| | Pakistani | | Other | | |
| | | | | | |
| Mixed/Multi Ethnic | White and Asian | | White and Black African | White and Black Caribbean | Black and Asian |
| | | | | | |
| Prefer Not to Answer | | | | | |