



## GUIDANCE ON COMPLETING THE APPLICATION FORM

**Section 1 –** Please complete this section with the full postal address of the house that requires the licence.

**Note;** a licence is required per property within the designated area

**Section 2 –** Please give details of the person who collects the rent. If this is an organisation, enter the organisation name and complete the details in Section 6.

**Note;** wherever possible an e-mail address should be provided.

**A ‘person who collects the rent’ is considered to be anyone who collects rents from the persons who are occupying the property.**

**A ‘person who receives the rent’ is the person who ultimately receives (whether directly or through an agent or trustee) rents or other payments from the persons who are occupying the property.**

**Please provide full details of the ‘person who receives the rent’, in Section 13, if that person is not the same as the owner or the ‘person who collects the rent’.**

**Section 3 –** Please give the details of the owner. If there are joint owners with different addresses, please enter their details in Section 13. If the owner is an organisation, enter the organisation name and complete the details in Section 6.

**Note;** wherever possible an e-mail address should be provided.

**Section 4 –** Please indicate who is proposed as the Licence Holder and attach a passport-sized photograph of the Proposed Licence Holder.

The Proposed Licence Holder must be the most appropriate person – usually the person in control of the house. Normally, the person collecting and/or receiving the rent and dealing with day-to-day management is the most appropriate. The Proposed Licence Holder must also be deemed fit and proper and demonstrate that satisfactory arrangements are in place for the management of the house. Previous failures of management which have resulted in enforcement action by the Council may prevent a licence being issued. For further information please refer to Hyndburn’s ‘Selective Licensing: Criteria for Fit and Proper Person and Management Standards & Standard Licence Conditions’.

The Proposed Licence Holder must have the power to;

- Collect rental income
- Let and terminate tenancies
- Authorise repairs and maintenance to the house

If the owner has nominated a Manager or Managing Agent to be the Proposed Licence Holder, the Manager or Agent must have the power to undertake the items on the above list

---

## Section 5 –

**5.1** Anyone else who is involved in the day to day management of the house must be listed here together with their full details and a passport sized photograph attached. They must also sign the application to confirm that they understand that they are also bound by the terms and conditions.

**Note;** wherever possible an e-mail address should be provided.

**5.2** Please circle yes or no to indicate if they collect the rent.

**5.3** Please circle yes or no to indicate if they let the house on your behalf

**5.4** Please circle yes or no to indicate if they can order repairs and routine maintenance to the house.

**5.5** Please circle yes or no as required if they are the main point of contact for the tenant.

**5.6** Any other involvement they have should be outlined in the space provided.

Please note if an agent or manager is employed to manage the property, they should be a member of a Government approved redress scheme. This is a legal requirement from 1st October 2014. If you are not clear whether the requirement applies, legal advice should be sought as fines of up to £5.000 can be imposed if the agent or manager has not joined one of the schemes below.

The three Government approved redress schemes are:

Ombudsman Services Property ([www.ombudsman-services.org/property.html](http://www.ombudsman-services.org/property.html))

Property Redress Scheme ([www.theprs.co.uk](http://www.theprs.co.uk))

The Property Ombudsman ([www.tpos.co.uk](http://www.tpos.co.uk))

---

**Section 6 –** This section enables the provision of details concerning Company, Partnership and Charities who are involved with the house. Full name, position and home address including postcode, must be provided for all directors, trustees and partners.

If there is more than one organisation involved please continue in Section 13.

**Note;** wherever possible e-mail addresses should be provided.

---

**Section 7 –** This is an important section, the Council will regard any statement made which is found to be untrue, as of great significance in determining whether or not a person is ‘fit and proper’. This section lists all the relevant offences/matters that must be declared for the purposes of ‘fit and proper’. Any person named in Section 4 and 5 must read it carefully and ensure that any relevant offences/matters are accurately declared in answering Questions 7.1 to 7.10.

**Please 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.**

If there is evidence that a person associated, or formerly associated, with the person proposed to be the licence holder or manager of the property, has committed any wrong doings, that evidence may be taken into account in determining the proposed licence holder’s or manager’s fitness (even if that person has himself or herself an unblemished record). The purpose of this requirement is to ensure that only fit and proper persons hold licences or are in any way involved in the management of licensed properties. It would not be appropriate for a licence to be granted to someone, or for someone to be the manager of a property, if that person was merely acting as a ‘front’ for someone else who, if he or she were not unfit, would be entitled to be the manager or licence holder.

A refusal to grant a licence in these circumstances will only be made if there is actual evidence of wrong doing by the associated person and the associate’s fitness is directly relevant to the applicant or proposed licence holder’s fitness to manage the property or licence.

**For further information please refer to Hyndburn’s ‘Selective Licensing: Criteria for Fit and Proper Person and Management Standards & Standard Licence Conditions’.**

---

## **Section 8 – MANAGEMENT ARRANGEMENTS**

**This section relates to the management standards currently in place. The Council will use the information provided to determine whether there are satisfactory management arrangements in place before issuing a licence.**

**The proposed licence holder and/or manager of the property must normally reside within a 40 minute drive of the property. Whilst each application will be considered individually, it is the view of the Council that it is difficult to successfully manage a property where the licence holder/manager is/are based a significant distance away, particularly overseas. In these instances, the Council would normally expect a local managing agent to be employed to deal with the day to day operational management issues.**

**8.1 The licence holder must ensure that all tenants of the licensed property are provided with details of the licence holder and, if applicable, details of the managing agent, including a contact address, daytime telephone number and an emergency telephone number;**

- 8.2** Please give details of the arrangements in place for management of the property in the absence of the proposed licence holder and/or manager.
- The Licence Holder must ensure that occupants of the Property receive written confirmation detailing the arrangements that have been put in place to deal with repair issues and emergencies should they arise. These arrangements should cover the management arrangements that will be put in place in the licence holder's absence.**
- 8.3** Please provide details of how you would carry out referencing for a prospective tenant e.g. contacting previous landlords, asking for credit references, and how you will record the references. It is particularly important that you record what references you have sought so that you can provide proof if any problems arise.
- 8.4** Please circle yes or no to indicate whether or not the tenants have received a written copy of the terms of tenancy.
- Please indicate whether you provide your tenants with a written tenancy agreement. If you do, then please enclose a copy with your application form. It is a condition of the licence that you provide your tenants with a written statement or tenancy agreement.
- 8.5** Please circle yes or no to indicate whether the tenancy agreement includes a clause about antisocial behaviour.
- 8.6** Please provide a brief description of any steps you take to prevent the occupants or visitors to the property causing anti-social behaviour in and around the property. This might include any action you have taken in the past or may be a clause in your tenancy agreement. It is a condition of the licence that you take action if necessary. The Licence Holder must take all reasonable and all practicable steps for preventing and dealing with antisocial behaviour and undertake reasonable and effective steps to deal with any complaints, which have been made either directly to them, or via the Local Authority, regarding their occupiers. For the purposes of the licence conditions, antisocial behaviour is taken to comprise behaviour by the occupants of the house and/or their visitors, which objectively viewed causes a nuisance or annoyance to other occupants of the house, to lawful visitors to the house or to persons residing in or lawfully visiting the locality of the house.
- 8.7** The Licence Holder and/or their Manager are required to visit the property within three to six months of the commencement of the tenancy and thereafter no less than annually. During these visits the Licence Holder and/or their Manager should take all reasonable steps (with or without access inside) to ensure: a) compliance with the conditions of this licence and b) that the property is secure and has not been abandoned. A record of these visits must be kept and be available to the Council on request.
- 8.8** The licence holder must ensure that there is suitable and sufficient buildings insurance cover for the property at all times – when occupied and when unoccupied. This should include cover for rehousing in the event of there being a need.
- 8.9** You are asked to formally confirm that you have the funds to enable the house to be properly managed and maintained.

**8.10** The licence holder and / or his manager will be expected to improve and maintain their knowledge and competency by undertaking training and development in housing related matters. It is expected that the licence holder will complete at least five hours training per year. This may include attendance on training courses relating to housing either locally or nationally, completing a recognised online training course or even attending a private landlord meeting or event. Evidence to support this must be produced to the Council's Selective Licensing Team on demand.

**8.11** Please list the Licence Holder's full (and current) membership of any relevant landlords associations or other relevant bodies. 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.

**NB Applicants will only be entitled to this or any other discount where a full and complete valid application has been submitted within the first 3 calendar months of the designation and/or within 3 calendar months of the property being rented out for the first time.**

**Please note owners/applicants who have failed to pay their previous licensing costs in full will not be eligible for this or any other discount or to pay in instalments. This includes applications relating to licensable properties that should have been licensed by the current owner(s) under the 2012 scheme but the owner(s) failed to do so.**

**For further information please refer to Hyndburn's 'Selective Licensing: Criteria for Fit and Proper Person and Management Standards & Standard Licence Conditions'**

---

**Section 9 –** If the Proposed Licence Holder, is already a Licence Holder for any other houses (**under** Parts 2 or 3 Housing Act 2004) then the details of the house(s) must be listed here. This includes all houses in England and Wales.

---

**Section 10 -** Please list all properties you own or manage in the selective licensing area.

**Section 11 –**

**11.1** Description of the House – Please tick the box relevant to the type of house

**11.2** Please tick the relevant box to indicate the type of house.

**11.3** Please tick the relevant box to indicate the age of the house. Please provide a best estimate if documentary information is not available.

**11.4** Please enter the total number of: bedrooms  
bathrooms (including shower rooms) in the house living /  
dining rooms  
kitchens  
toilets in the house.  
wash-hand basins.  
Sinks (do not include any wash-hand basins already  
declared previously).

**11.5** Please state the total number of: separate tenancies / licensees in the property.

separate households occupying the house (See note in Section 10.1 for a definition of 'household').

people occupying the house (including children and babies)

Please tell us the date that this property was first rented out whilst in the current ownership.

**11.6** Please circle yes or no, to indicate if the house has heating in every room. If the answer is No, please indicate how the house is heated.

**11.7-11.8** Please state which levels the property is on and tick the type of smoke alarms fitted on each level as applicable – if no alarms are fitted on a level leave the details of smoke alarms blank.

**Please 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 anything you provide such as fire blankets or extinguishers. Please give details of any fire safety advice provided to the tenant, by yourself or the fire and rescue service.

**11.10** Please list the routes that occupiers are able to use in the case of fire, e.g. front door, back door.

**11.11** Please circle yes or no to indicate if the house has a gas supply.

'Gas supply' includes pipe works, meters and fitting that enable appliances (which may include gas fires, gas cookers, and gas boilers/water heaters) to be connected to the gas supply. The house has a gas supply by definition if there is a gas supply pipe coming into it. This is true even if the gas pipe is capped off.

If you have answered yes, you must send a valid, satisfactory Gas Safety Certificate with your application.

The Gas Certificate must be obtained within the last 12 months from a Gas Safe engineer.

**11.12** Please state whether solid fuel burning appliances are supplied and if so where they are located.

**11.13** Please circle yes or no to indicate if there is a carbon monoxide alarm in the house.

If you have answered YES please indicate where it is located, and the type of alarm.

If you have answered NO to this question and there is a solid fuel appliance 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** Please circle yes or no to indicate if you have provided any portable electrical appliances. Portable appliances include things such as non-hard wired ovens, dishwashers, refrigerators, freezers, washing machines, portable heaters, kettles, vacuum cleaner, microwaves and similar.

If you supply any portable electrical appliances for use by the tenants they must be tested annually by a person who is properly qualified and competent to carry out the test and interpret the results. Certification for this must be provided with the application.

---

**11.15** Please circle yes or no to indicate if you supply soft furnishings as part of the tenancy.

Soft furnishings include items containing upholstery, such as beds, headboards of beds, mattresses, sofa-beds, futons, other convertible furniture, sofa, armchairs, nursery furniture, garden furniture which is suitable for use in a dwellings, scatter cushions and seat pads, pillows, loose and stretch covers for furniture.

The following are not covered by the condition; any furniture made before 1st. January 1950, bedclothes including duvets, loose covers for mattresses, pillowcases, curtaining, carpets, and sleeping bags.

More information can be found at <http://www.berr.gov.uk/files/file24685.pdf>

If you supply soft furnishings as part of the tenancy, you must declare whether they comply with the Furniture and Furnishings Fire Safety Regulations 1988. This declaration is given as part of the application.

---

**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

If a new tenancy has commenced in the property on or after 1<sup>st</sup> July 2020, 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 18<sup>th</sup> 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 -** This section lists the interested parties who must legally be informed about the application for a licence for this house. The names and contact details of anyone you have informed of the application should be entered in the space provided.

A draft letter that can be used for these purposes can be downloaded from the Council's website.

---

**Section 13 –** Please use this section to provide information as appropriate.

---

**Section 14 –** This section must be signed by the Proposed Licence Holder, any Proposed Manager and the person who has completed the form if it is not one of the former.

**When signing the application form the applicant(s) is signing to confirm that all the information provided is correct. It is the applicant's responsibility to ensure they have obtained all the relevant information to enable them to correctly complete the form. Please note that it is a criminal offence to give false or misleading information on this application form and this may result in your licence not being granted or being revoked.**

---

**Section 15 – *The Application Fee must accompany your Application.***

**The Annual Fee(s) must be paid in full or an arrangement agreed with the Council before a licence is issued.**

Please tick the box to indicate your preferred payment method should an arrangement be agreed. If your preferred payment method is direct debit you should also include a direct debit mandate with your application. The person paying the fee must sign this section

For payment levels please refer to the licence fee schedule.

You will be sent two invoices – one for the Application Fee and one for the Annual Fee - which will need to be paid and any necessary arrangements before any licence is issued.

**NB Applicants will only be entitled to any of the discounts available (including those related to being a full member of NLA, RLA or other recognised national agency or group and/or multiple property ownership) where a full and complete valid application has been submitted within the first 3 calendar months of the designation and/or within 3 calendar months of the property being rented out for the first time.**

**Please note owners/applicants who have failed to pay their previous licensing costs in full will not be eligible for any of the above discounts or to pay in instalments. This includes applications relating to licensable properties that should have been licensed by the current owner(s) under the 2012 scheme but the owner(s) failed to do so.**

**Equal Opportunities Monitoring Form – “About You”**

This is used for monitoring purposes only. The information provided will be treated in the strictest confidence and will not be included in the licence application process