



GUIDANCE ON COMPLETING THE APPLICATION FORM

If you require this information in a different format, for example large print, audio or in different languages, please let us know.

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.

Section 3 – Please give the details of the owner. If there are joint owners with different addresses, please enter their details in Section 20. 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 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.

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 20.

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

Section 7 – 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 within the United Kingdom.

Section 8 - Please list all properties you own or manage in the selective licensing area.

Section 9 - 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 is attached to this guidance and a copy can also be downloaded from the Council's website.

Section 10 – 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 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 matters are accurately declared.

Section 11 –

- 10.1** The first part of this section asks the applicant to formally confirm that they are satisfied as to the competency of the Proposed Licence Holder with regard to their knowledge of landlord and tenant law, how to start and end tenancies, appreciation of repairs obligations, awareness of relevant legislation and rules, (even if it is themselves).
- 10.2** Please indicate the number of years that the Proposed Licence Holder has been personally managing rented properties, as opposed to simply owning such properties.
- 10.3** How many houses the Proposed Licence Holder is responsible for managing at the date of the application. This can include houses in other parts of the Borough and other parts of the country.
- 10.4** Obtaining references for new tenants is a requirement of the Housing Act 2004. Please enter how you go about, or will go about, obtaining references – for example – 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.
- 10.5** Please provide a brief description of any steps you take to prevent tenants or visitors to the house causing anti-social behaviour problems around the house. This might include any action you have taken in the past or may be a clause in your tenancy agreement.
- 10.6** You are asked to formally confirm that you have the funds to enable the house to be properly managed and maintained.
- 10.7** Please list the Licence Holder's membership of any relevant landlords associations or other relevant bodies.
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Section 12 –

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

House in Multiple Occupation (HMO) – A house which is occupied by two or more households, sharing bathrooms and/or kitchens.

Flat in multiple occupation - A flat which is occupied by two or more households, sharing bathrooms and/or kitchens.

A legal definition of House in Multiple Occupation is given in Section 254 Part 7 Housing Act 2004.

A '**Household**' is defined as couples married to each other or living together as husband and wife (or the equivalent relationship in the case of persons of the same sex.). Relatives living together, including parents, grandparents, children (including 'half' children and stepchildren), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins. Half-relatives are treated as full-relatives. A foster child living with his/her foster parent is treated as living in the same household as the foster parent. A group of friends sharing a

house do not constitute a household regardless of the nature of their tenancy agreement.
(See Section 258 Housing Act 2004 for a full definition)

12.2 Please tick the relevant box to indicate the type of house.

12.3 Please tick the relevant box to indicate the age of the house.

Section 13 –

13.1 How many separate letting units are within the house?

13.2 Please enter the number of habitable rooms. A habitable room is any room excluding bathrooms, kitchens, corridors, landings and staircases.

13.3 Please enter the total number of bathrooms (including shower rooms) in the house.

13.4 Please enter the total number of toilets in the house.

13.5 Please enter the total number of wash-hand basins.

13.6 Please enter the number of kitchens.

13.7 Please enter the number of sinks. Do not include any wash-hand basins already declared previously.

13.8 Please enter the number of separate households occupying the house. See note in Section 10.1 for a definition of 'household'.

13.9 Please enter the total number of people occupying the house, including children and babies.

13.10 Please give the date the current tenant occupied the house.

13.11 Please tell us the date you first let the house.

13.12 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.

13.13 -4 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.

13.15 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.

13.16 Please list the routes that occupiers are able to use in the case of fire.

Section 14 –

14.1 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 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 the original of the current Gas Safety Certificate with your application.

Copies will not be accepted. The original will be copied and returned to the applicant when the application is determined.

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

14.3 Please circle yes or no to indicate if there is a carbon monoxide detector in the house.

If you have answered no, a suitable carbon monoxide detector must fitted and written confirmation provided to the Council, before a licence can be approved.

Please indicate where it is, and the type of detector.

Section 15 – Please circle yes or no to indicate if the house has been re-let or let for the first time, since 1st. October 2008.

If yes, then enter the twenty digit reference number that appears on the front of the Energy Performance Certificate.

Section 16 – Please circle yes or no to indicate if the electrical installation is under five years old.

If yes please forward the original of the 'Part P' Certificate under the Building Regulations.

If no but you have a valid Periodic Electrical Safety Certificate dated within the last five years the original must be sent with the application.

If you do not have a valid Periodic Electrical Safety Certificate dated within the last five years then you must obtain one within one year of your licence being issued and the original must be sent to the Private Rented Team.

Copies will not be accepted. The original will be copied and returned to the applicant when the application is determined.

Section 17 – Please circle yes or not 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. Original certification for this must be provided with the application.

Copies will not be accepted. The original will be copied and returned to the applicant when the application is determined.

Section 18 – Please circle yes or no to indicate if you supply soft furnishing 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 provide details that show that it complies with the Furniture and Furnishings Fire Safety Regulations 1988. This declaration is given as part of the application.

Section 19 – Please circle yes or no to indicate whether or not the tenants have received a written copy of the terms of tenancy.

Note; Evidence of this may be requested from either the Proposed Licence Holder or the tenant before a licence is approved.

Section 20 – Please use this section to provide information as appropriate.

Section 21 – 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.

Section 22 – Please tick the box to indicate your preferred payment method. 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 an invoice which will need to be paid before any licence is issued.

August 2015

From;.....
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To;
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Dear Sirs,

Part 3 Housing Act 2004 – Selective Licensing of Residential Landlords.

Re;.....
(Address of property licence applied for)

In accordance with the requirements of Part 3 of the Housing Act 2004, I am notifying you that I have made an application for a licence under Part 3 of the Act, in order to be able to let the house(s) listed above.

I have applied to be the Licence Holder / I have applied for the following person to be the Licence Holder;

Name:.....

Address:.....

.....Post Code:.....

Telephone Number:.....

E-mail address (if any).....

The application has been made to;

Hyndburn Borough Council, Regeneration & Housing, Private Rented Team, Scaitcliffe House,
Ormerod Street, Accrington, Lancashire, BB5 0PF

The application *was/will be submitted on:

Yours faithfully

Signature.....

Name of Applicant.....