



# Licensing of Houses in Multiple Occupation Mandatory Renewal Application Form Housing Act 2004



Licensing of houses in multiple occupation ensures that certain types of rented property meet necessary standards to ensure a house is safe for the occupants, also that the landlord is competent, qualified and the most appropriate person to manage it. The houses must have adequate fire precautions and sufficient kitchen and bathroom amenities for the number of occupants. The Council will take into account any criminal convictions that the landlord may have and may refuse to grant a licence if the landlord is considered not to be a 'fit and proper' person.

Please answer all questions carefully, and sign the declaration at the back of the form. If you have more than one property in multiple occupation you will need to complete a separate application form for each property. If you find there is insufficient space to supply your answers to a question, please use a continuation sheet and attach it to the application marking the sheet with the section number to which the information relates.

Complete the form carefully and legibly using black or blue ink and refer to the guidance notes to assist you in completing it.

The following checklist provides details of the documentation that **must** be provided with this completed application form. (Please tick).

- **Appropriate fee**
- **One passport sized photo of proposed licence holder (35mm x 45mm only)**
- **Landlords Gas Safe Record**
- **Domestic Electrical Installation Condition Report**

**The following documentation must be provided if available:-**

- Fire alarm Installation/Inspection and servicing report
- Emergency Lighting Periodic inspection and testing certificate
- Fire Safety Risk Assessment
- Building Regulations Completion Certificate
- Planning Approval (for any conversion or change of use to HMO)
- PAT Test for portable electrical equipment

For office use only

Date received

Fee amount

Reference

For advice or assistance about this application, property standards or whether a property requires a HMO licence please contact:-

Shared Regulatory Services  
C/O Vale of Glamorgan Council  
Civic Offices, 1st Floor  
Holton Road  
Barry  
CF64 4PR

Tel: 0300 123 6696  
c1v@valeofglamorgan.gov.uk  
www.srs.wales

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## 1. Application Details

- 1a. Address of property to be licensed \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_
- 1b. Is the proposed licence holder the same person as the previous licence holder:  
Yes  No

## 2. Proposed licence holder details (person, business or organisation whose name will be on the licence)

- 2a Name of proposed licence holder (if company, please give full company name)
- Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_
- Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_
- Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_
- Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_
- Mobile Tel. No. \_\_\_\_\_
- Email address \_\_\_\_\_
- 2b. Status of the proposed licence holder.
- Individual or sole trader  Company  Partnership
- Charity or  Trust  Other \_\_\_\_\_
- 2c. If company, partnership, charity or Trust, please give details:-
- Business/organisation name (if registered, use the registered name) \_\_\_\_\_  
\_\_\_\_\_
- Registration No. (if applicable) \_\_\_\_\_
- 2d. Provide details about all, company directors and the secretary (if the proposed licence holder is a company), all partners (if it is a partnership), and all the trustees (if it is a charity or trust).
- Name and address of company secretary (if applicable) \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_
- Names and addresses of directors/partners/trustees (if applicable).
1. \_\_\_\_\_  
\_\_\_\_\_



#### 4. Ownership and control of the property to be licensed (Cont'd)

4e. Please provide details about the owner(s) of the property (**including your mortgage provider**), anybody else who has a legal interest in the property and/or anybody who has agreed to be bound by the conditions of the licence (if it is granted). Please continue on a separate sheet if necessary.

1. Nature of interest in the property \_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_  
Address (if an organisation, give the registered office or other official address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
**Contact details:** Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_  
Mobile Tel. No. \_\_\_\_\_  
Email address \_\_\_\_\_

2. Nature of interest in the property \_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_  
Address (if an organisation, give the registered office or other official address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
**Contact details:** Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_  
Mobile Tel. No. \_\_\_\_\_  
Email address \_\_\_\_\_

3. Nature of interest in the property \_\_\_\_\_  
Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_  
Address (if an organisation, give the registered office or other official address)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
**Contact details:** Home Tel. No. \_\_\_\_\_ Work Tel. No. \_\_\_\_\_  
Mobile Tel. No. \_\_\_\_\_  
Email address \_\_\_\_\_





## 8. Details of the property to be licensed.

8a. Has there been any material changes to the property since the previous licence was granted?

Yes

No

If yes, please state: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 9. Occupancy/Tenancy Information

9a. How many separate households live in the property? Refer to guidance for definition of household.

At time of application \_\_\_\_\_ Proposed maximum \_\_\_\_\_

How many occupants live in the property?

Total No. at time of application \_\_\_\_\_ Proposed maximum \_\_\_\_\_

No of adults. \_\_\_\_\_ No. of children \_\_\_\_\_

9b. Is there a resident landlord? Yes/No

How many people are there in the landlord's household? \_\_\_\_\_

Which parts of the property does the landlord's household occupy? \_\_\_\_\_

\_\_\_\_\_





## 12. Declarations

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.

I/we declare that I/we have notified the people listed in Section 10 above about this application and that these are the only people known to me/us that are required to be informed that I have made this application.

I/we declare that any gas appliances, electrical appliances and furniture provided for the use of tenants in the property are in good safe working order and comply with all relevant safety legislation.

I/we declare that the smoke and heat detectors/alarms installed in the house are in good safe working order and comply with all the relevant safety information.

I/we declare that adequate financial resources are available to maintain the property ensuring the health and safety of the tenants and to fulfil all other statutory obligations.

I/we understand that the Council may need to carry out investigations to assess whether I/we am/are a "fit and proper" person for the purposes of Part 2 of the Housing Act 2004. I hereby authorise the Council to make such enquiries and share information as it sees fit. Such enquiries may include Disclosure & Barring Service checks, liaison with the Police, Fire Service and other Local Authorities.

### Proposed licence holder

Full name \_\_\_\_\_ Capacity \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Proposed manager

Full name \_\_\_\_\_ Capacity \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Ethnic monitoring

We are continuously trying to update and improve the nature and quality of services to meet the changing needs of our customers, and to ensure that it can be accessed equally by all residents and communities. Would you therefore please help us by taking a few moments to complete the following information.

Any information you give us will be used in the strictest confidence and solely for compiling statistics. Please tick if you would prefer not to answer the following questions.

Are you? Male  Female

Do you consider yourself to be Welsh? Yes  No

Please indicate which ethnic group you consider yourself to be part of?

1.	White	British	
		European	
		Irish	
		Any other additional white background (please specify)	
2.	Black	British	
		African	
		Caribbean	
		Any other additional black background (please specify)	
3.	Asian	British	
		Pakistani	
		Indian	
		Bangladeshi	
		Any additional Asian background (please specify).	
4.	Mixed race	White and black Caribbean	
		White and black African	
		White and Asian.	
		Any additional mixed race background (please specify).	
5.	Chinese or other far eastern	British	
		Chinese	
		Vietnamese	
		Japanese	
		Korean	
		Any additional Chinese/Far Eastern background (please specify).	
6.		Any additional ethnic background not already listed?	

## Guidance Notes for completing the application form

### Part 2

As the proposed licence holder you are required to complete every part of the application form and sign the declaration at the end of the form confirming that the information you have provided is correct to the best of your knowledge.

If the proposed licence holder is a company, you must provide the address of the registered office and the names of the company secretary and directors.

If the proposed licence holder is a partnership or trust, you must provide the names of all the partners and trustees.

The 'proposed licence holder' is the person whose name will be on the licence (if issued). The proposed licence holder must be the person who is the most appropriate person to hold the licence for the property, and this is likely to be the person who receives the rent for the property.

### Part 3

In some circumstances, the proposed licence holder may wish for another party/person to act as a contact point for their application and for arranging access to their property. If this is the case, it is important that full contact details be provided in this section.

### Part 4

A 'freeholder' can be a person (or persons) or a company who is registered as the proprietor of a freehold estate in the land with title absolute.

A 'leaseholder' is somebody who owns a long lease on their property (usually for a term of more than 21 years), which gives them the right to occupation and use of the property for the term of the lease.

A 'person bound by a condition of the licence' could be any person who is involved in the management and/or maintenance of the property. This will also depend on the licence conditions.

## Part 5

If the property is not managed by the proposed licence holder, please answer 'No' to the first question and complete the details of the person or organisation responsible for management and include the following details:-

- Name
- Address
- Contact Details

## Part 6

Before granting a HMO Licence the Council must be satisfied that the licence holder, manager and any other person involved in managing the HMO are fit and proper. This part of the form therefore aims to collect information on all persons named in parts, 2, 3, 4 & 5 or any other person associated with the property to enable us to determine this. Contraventions and unspent convictions must be declared for the purposes of making this judgement. Answering yes to any of the questions will not necessarily mean that the council will refuse to issue a licence, however, the council reserves the right to reject any person nominated as the proposed licence holder if they are not considered a fit and proper person.

**NB** Associated persons may include parents, spouses, siblings, cousins, children, business partners, maintenance workers, etc. The Council will take account of the criminal record of any associated persons and may refuse to grant a licence if it feels that an associated person with relevant criminal convictions is likely to have a significant role in the operation and management of a licensable property.

## Part 7

Rent Smart Wales administers the requirements for landlord registration and agent and landlord licensing under the Housing (Wales) Act 2014. This legislation places legal obligations on landlords with properties in Wales to register as a landlord, and, if they undertake letting and management tasks at their rental properties, obtain a Landlord Licence following suitable training. There are also new legal obligations on agents who undertake letting and management work at rental properties in Wales on behalf of landlords which requires them to obtain an Agents Licence. For further information please visit [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales) or telephone 03000 133344.

## Part 9

A 'household' for the purposes of the Housing Act 2004 comprises:-

- A single person; or
- Co-habiting couples (whether or not of the opposite sex); or
- A family, including parents, grandparents, children (including foster children, step-children and children being cared for), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins. Half-relatives will be treated as full relatives. Any domestic staff are also included in the household if they are living in rent-free accommodation provided by the person for whom they are working.

Therefore, 3 friends sharing together are considered 3 households because they are not related as family. If a couple are sharing with a third person that would consist of 2 households.

If a family rents a property this is a single household. If that family had an au-pair to look after their children that person would be included in their household.

## Part 9 (Contd)

An 'occupant' is a person who occupies the property as a residence; this person can be either a tenant, leaseholder, licensee or a person having an estate or interest in the property.

Children and babies are also considered to be occupiers and should be counted as one individual.

## Part 10

You must complete Part 10 by using the space provided to list the names, addresses and descriptions (e.g. leaseholder, mortgagee etc). Of all persons who need to know that an application for a HMO licence has been made. The people who need to know about it are:-

- 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 mortgage provider for the property to be licensed.
- 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 3 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.

If you require more space to complete Part 11, please continue on an additional sheet of paper, making sure you clearly number the sheets and attach them securely to the form. You must ensure that you submit **all** the required documents listed in checklist on the front of this application form. Failure to submit these documents with the completed form will render the application form invalid and it will not be processed.

## Checklist

- **Appropriate fee (see below)**
- **One passport sized photo (35mm x 45mm only).** If submitting multiple applications, you need only submit one photo.
- **Landlords Gas Safety Record** - A copy of the current Gas Safety Record(s) covering all gas appliances in the property. The Record must be within date and show that appliances are in a satisfactory condition. (You are required to have all appliances etc. checked annually by a Gas Safe registered engineer).
- **Domestic Electrical Installation Condition Report** — A copy of a current and satisfactory Domestic Electrical Installation Condition Report for the property, completed by a competent electrical engineer. The certificate must be within date (max 5 years) and certificates with code 1 or code 2 defects will not be accepted as satisfactory.

## Fees

**Mandatory HMO Licence (Renewal)** - £631. The licence will last for a period of up to 5 years, after which it will need to be renewed.

For the Vale -Cheques to be made payable to the relevant local authority (Vale of Glamorgan Council) and submitted with completed form.

For Bridgend- Payment can be made over the telephone by contacting 01656 643112.

If you need any advice or assistance concerning this application, then please refer to the front page of this application form for contact details.