



Licensing of Houses in Multiple Occupation Mandatory and Additional Licensing Renewal Application Form



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, inspections, advice of a technical nature, or whether a property needs a Licence, please contact:-

HMO Licensing
Shared Regulatory Services
Room 116 County Hall
Atlantic Wharf
Cardiff CF10 4UW

Tel: 029 20871856 / 029 20871261
Email: HMO Licensing@cardiff.gov.uk
Website: <http://www.srs.wales/en/Housing/HMO-Licensing/HMO-Licensing.aspx>

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
- 1c. Type of Licence renewal: Mandatory HMO Additional HMO

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. _____

3. Proposed licence holder details (Cont'd).

Names and addresses of directors/partners/trustees (Contd).

2. _____

3. _____

3. Contact details in relation to this application.

Complete this section only if someone other than the proposed licence holder should be contacted about this application and/or access to the property to be licensed.

3a. Please provide contact details of the person to contact about this application.

Name _____

Address _____

_____ Postcode _____

Home Tel. No. _____ Work Tel. No. _____

Mobile Tel. No. _____ Email address _____

What is the relationship to the proposed licence holder? _____

3b. Please provide contact details of the person to contact in order to gain access to the property to be licensed if different from above.

Name _____

Address _____

_____ Postcode _____

Home Tel. No. _____ Work Tel. No. _____

Mobile Tel. No. _____ Email address _____

What is the relation to the proposed licence holder? _____

4. Ownership and control of the property to be licensed

4a. Is the proposed licence holder the owner of the property? Yes/No

4b. Does the proposed licence holder have control of the property?
(i.e. is legally entitled to receive the rental income from the property). Yes/No

4c. Does the proposed licence holder have the powers necessary to manage
the property? Including:-

- Let to and evict tenants Yes/No
- Access to all parts of the premises. Yes/No
- Authorise any necessary expenditure. Yes/No

4d. Does anybody else have a legal interest in the property (e.g. as freeholder,
leaseholder, mortgage provider)? If Yes, please give details in Section 4e. Yes/No

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. _____

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. _____

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. _____

5. Proposed manager of the property

5a. Will the proposed licence holder be the manager of the property? Yes/No
 If yes, go to Section 6.

If no, please provide details about the manager.

Surname _____ First Name(s) _____

Business Name _____

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 _____

6. Fit and Proper Person Test

6a. Has any person named in Parts 2, 3, 4 & 5 and/or any person associated with any of them :-

1. Committed any offence involving fraud, or other dishonesty (including benefit fraud), violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (subject to the Rehabilitation of Offenders Act 1974)?	Yes/No
2. Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, any business?	Yes/No
3. Contravened any legislation relating to housing, public health, environmental health or landlord and tenant law?	Yes/No
4. Been refused a licence under Part 2 or 3 of the Housing Act 2004?	Yes/No
5. Had a licence revoked for breach of any conditions under Parts 2 or 3 of the Housing Act 2004?	Yes/No
6. Contravened any Code of Practice relating to the management of HMOs?	Yes/No
7. Been subject to a Control Order under the Housing Act 1985 (in the past 5 years)?	Yes/No
8. Been subject to a Management Order under the Housing Act 2004?	Yes/No

Please see guidance notes a back of form for further information.

6. Fit and Proper Person Test (Cont'd)

9. Failed to comply with a Housing Notice (requiring works etc.) served by a local authority? Yes/No
10. Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004. Yes/No
11. Been declared bankrupt? Yes/No

6b. If yes, please provide details of the person(s) involved together with full details.

Name	Offence	Date	Sentence	Court

Full details (including the address of the property concerned if applicable):- _____

7. Rent Smart Wales

7a. Is the proposed licence holder and/or the manager:-

1. a registered Landlord with Rent Smart Wales? Yes/No
2. the holder of a Landlord Licence with Rent Smart Wales? Yes/No
3. the holder of an Agents Licence with Rent Smart Wales? Yes/No

If yes, please provide details:-

Name of person	Type of Registration/Licence	Registration/Licence No.

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? _____

10. Notifying people about the licence application

You must let certain people know in writing that you have made this application or give them a copy of it. A form is provided at the back of this application form that you can use for this purpose. The guidance notes list the people you should inform.

- 10a. Does anybody (other than you) own the property (e.g. as freeholder, head lessor, joint owner)? Yes/No
- 10b. Is there a mortgage on the property? Yes/No
- 10c. Does the property have any tenant or leaseholder with more than 3 years remaining on the tenancy or lease? Yes/No
- 10d. Is the proposed licence holder somebody other than you? Yes/No
- 10e. Is the proposed manager somebody other than you? Yes/No
- 10f. Has anybody else agreed to be bound by the conditions of the Licence, if it is granted? Yes/No

You must tell each of these people (or organisations) the following information. A form is provided at the back of this application form which may assist you with the process.

- Your name, address, telephone number and email address (if any).
- The name, address, telephone number and email address (if any) of the proposed licence holder (if it will not be you).
- That this is an application for a HMO licence under Part 2 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.

10g. Provide details of those people you have notified about the licence application.

Name of person notified	Address	Interest in property or application (eg. Freeholder, leaseholder, mortgage provider, tenant, proposed licence holder or manager)	Date notified

11. Additional details

11a. Please provide any additional information which is required or relevant to your application.

Please continue on a separate sheet if necessary.

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 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 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 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 Criminal Records Bureau 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 _____

Notification of Application for a Mandatory/Additional HMO Licence

The Licensing of (HMOs and Other Houses) Applications, Standards Publication of Designations and Keeping of Registers) Regulations 2006.

The above regulations require that I inform you that a licensing application under Part II of the Housing Act 2004 has been, or will be made in respect of:

Property to be re-licensed _____

Proposed Licence holder	Name Address Tel. No. Email
Person completing application form (if different from proposed licence holder).	Name Address Tel. No. Email
Local Housing Authority Applied to:-	HMO Licensing Shared Regulatory Services Room 116 County Hall Atlantic Wharf Cardiff CF10 4UW
Date application made (to be made).	
Signature	
Date	

If you would like further information on the licensing of houses in multiple occupation in Cardiff, please contact the Private Sector Housing Team at the above address or email us at privatesectorhousing@cardiff.gov.uk, or visit our website at www.cardiff.gov.uk./houses in multiple occupation.

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 in Cardiff. 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 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 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) - £520. The licence will last for a period of up to 5 years, after which it will need to be renewed.

Additional Licensing (Renewal) - £475. The Licence will last for a period of up to 5 years.

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