

MANDATORY HMO LICENSING IN SWINDON

Part 2 of the Housing Act 2004

HMOs with 5 or more occupiers must now be licensed by the Local Authority.

Local Authorities charge a fee for each HMO Licence; to cover the cost of administering the HMO Licensing scheme. This fee includes costs incurred in the receipt and processing of applications, the issuing of Licences, the monitoring of Licence holders and their properties, and the identification and investigation of those who should be licensed but are not.

In common with most Authorities; Swindon has put in place an online application process. We use our 'MyAccount' system so that each HMO Licence holder will have a case open for the duration of the Licence from the time of application. This allows us to communicate to and from the Licence Holder across that time, and to send and receive documents as part of the ongoing relationship we have with you as the regulator for your property and sector.

Online Licence holders will benefit from automatic reminders of things needing to be done; such as to upload annual gas safety or fire alarm certificates, for instance, and to apply to renew the HMO Licence. Your 'MyAccount' will act as the repository for those documents which are key to the running of your business, as they will stay on that system for the life of the Licence; visible and available to download to both parties.

As an online Licence Holder you will also be able to communicate, via direct messaging on your 'MyAccount', with the team any time you have a query or issue with your HMO, and we can provide advice, documents, etc directly to you through it.

As you would expect; an online process such as this is expected to reduce costs in running the scheme. We charge lower fees for those applying for and managing their Licence(s) using our online system as a result. We also expect to be able to limit increases in the Licence fee in the future; as it will be easier for us to control costs.

Using the online system is not compulsory however, and if you prefer to complete a paper application and manage your Licence via telephone, emails and/or printed letters; we do offer that, but at greater cost.

Our fees as at 1st October 2018 are/were as follows:

Our current scale of fees may be found here:

https://www.swindon.gov.uk/info/20025/homes_and_property/236/houses_in_multiple_occupancy

Who should apply for the HMO Licence?

The proposed Licence Holder must apply for the Licence.

This is because it is the Licence Holder who will ultimately be subject to the requirements and restrictions of the Licence, and who carries the ultimate regulatory risk.

It is the Licence Holder who is responsible for the accuracy of the information provided in the application form, and so they should complete it.

Practically; this means that it is the proposed Licence holder who should register for a 'MyAccount' account and complete the application themselves, or the paper alternative.

Who should be the Licence Holder?

We have, by law, to issue the Licence to the most suitable person.

In the very great majority of cases; **this will be the person or entity that owns the freehold or long leasehold for the property.**

This may be a single person, joint persons, a partnership, a Limited Company, or other organisation or body such as a Charity or Trust. Where more than one person holds the Licence; they will carry the benefit & liability of it jointly and severally.

The freeholder, or long leaseholder, is the person or entity in ultimate control of what goes on at the property and so is, in the very great majority of situations the most suitable person to hold the Licence.

In the case of a single person, joint person, or a partnership; we will issue the Licence in the name or names of those persons.

For an organisation which is itself an entity in law; such as a Limited Company; we will issue the Licence in the name of the entity, but will require the details of all Secretaries, Directors or Trustees, for example, and the entity should nominate a person to act as Manager of the HMO.

In practice; we will mostly take up any issues with the Manager of the HMO in the first instance, **but** any enforcement which may become necessary will also often be taken against the Licence Holder.

There are some rare situations where the freeholder or leaseholder may not be the most suitable person. An example would be where a remote investor owns the property, but the activity of running the HMO as a business in the property is handled completely by someone else. In this example; the remote investor may only receive a regular dividend or payment from that person as a share of the returns, but in all other respects; it is the property manager who is 'in control' of the HMO.

Where a 'full service' agent is employed, and that person may, for instance, find tenants, manage problems and repair, but effectively channels all rent (perhaps

minus deductions) back to the freeholder or long leaseholder; then it will still be the freeholder who is the most suitable Licence Holder, and the agent who will be nominated as 'Manager' of the HMO.

We will of course consider each case on its merits, but we hope the above is a useful guide on how to complete the application in this regard.

SUMMARY:

The person who owns the Freehold or long Leasehold should complete the application and hold the Licence in their name (sole, joint, or company/trust etc).

If another person deals with the day to day running of the HMO; then they should be nominated as Manager, but the owner/applicant would still hold the Licence in their name unless there is a compelling reason why not.

It is also important to remember that both Managers and Licence Holders are legally subject to the terms of the Licence, and other regulatory risk, and there is no structure or arrangement that can shield or protect a party involved in the enterprise from that.

Below, we offer specific guidance on each question or requirement in the form, in the order they arise in the form:

Completing the Application Form

Before starting the form please ensure that you have the following ready. **You will need all of them in order to successfully submit your application:**

1. A payment card to pay the first part fee. *(required)*
2. A valid Annual gas safety certificate. *(required)*
3. A valid Annual fire detection system service or commissioning certificate. *(required)*
4. A Fire safety risk assessment (if you have one).
5. A Valid and satisfactory periodic Electrical Installation Condition Report (EICR) showing no C1 and C2 observations. *(required)*
6. Title document or leasehold agreement that shows you are the 'person in control' of the HMO. *(required)*

To be deemed VALID All Electrical, Gas safe and Fire safety certificates must be completed by competent registered engineers.

- *Gas Safe registered engineers can be found here;*
<https://www.gassaferegister.co.uk/>

- *Electricians must be registered with a competent scheme such as NICEIC Or equivalent. Check here for competent engineers; [Home \(electricalcompetentperson.co.uk\)](http://electricalcompetentperson.co.uk)*
- *Fire safety certificates must be completed by a registered and competent electrician or a competent person/company such as a fire alarm specialist. All Fire safety inspections and testing must be completed for all HMO types. Testing and certificates must be issued in accordance with model templates and guidance as cited in BS5839.*

Wherever you see **REQUIRED** ; this field must be filled in order to progress to the next page.

IN THE GREAT MAJORITY OF CASES WE WILL INSPECT THE HMO BEFORE ISSUING THE LICENCE.

Application for an HMO Licence

About this form

This page on the form gives a little explanation on the process, restates the current fees, and contains a link to our Privacy Notices. You Begin the form from here.

We expect the form to take you around 30 minutes to complete.

Application for an HMO Licence

Applicant Details

On this page; please enter all of your personal details, **as the proposed Licence Holder**, or representative of the company that will hold the Licence. See discussion above on who should be the Licence Holder and so complete the form.

Most fields will auto-complete from the details provided to obtain your log-in.

Check that all fields are complete, and fill in any missing or incomplete fields.

Finally; enter the Applicant's post code, and select the applicants address (in most cases this will not be address of the HMO)

Press NEXT>

Application for an HMO Licence

Type of Application

Here you must select whether this application is for a new Licence, or to renew a Licence. Please read the below carefully:

If you do not currently hold a valid Licence; **select APPLYING FOR A HMO LICENCE.**

If your last Licence has already lapsed (it is after the expiry date); **select APPLYING FOR A HMO LICENCE.**

If you have made any changes to the HMO; with regard to its structure, number of occupants, the shared amenities, the use of any room, the person(s) in control, or the Manager; **select APPLYING FOR A HMO LICENCE.**

Only if your current HMO Licence has not expired, and you have made no relevant changes to the HMO or its management should you **select RENEW AN EXISTING HMO LICENCE.**

We will reject any applications submitted under the ‘RENEW’ button which do not meet the above requirements, and you would then need to re-apply using the correct option.

Select how many people will live in the HMO.

We will use this number to work out the Licence fee, and we will aim to issue a Licence for this number if the level and space and amenity provision allows.

Press NEXT>

Application for an HMO Licence

Property Details

1. Look up and select the address of the HMO using its post code.

2. Tell us when the property was built.

We ask this as it informs how we assess housing risks in the rating system prescribed by Government.

Property construction dates are arranged in multi-year bands. Tell us in which year band your HMO was built.

3. Tell us the Property Type.

Tell us whether the HMO is a house, or a flat.

We ask this as it informs the risk rating, as above. It will also help us understand whether we need to consider other properties in the block; if it is a flat, for instance.

4. Tell us which storeys exist in the HMO.

Select each storey used as a part of the HMO.

For example: If the HMO is a 2 storey house, with an additional basement conversion and an attic conversion; you should select ‘Basement’, ‘Ground Floor’, ‘First Floor’, & ‘Second Floor’, for instance.

If the HMO is a bungalow, with no attic conversion or basement; you would select ‘Ground Floor’ only.

If your HMO is a flat on the second floor of a block; select ‘Second Floor’ only.

Application for an HMO Licence

Details of the HMO

5. Tell us if the HMO is currently occupied, at all.

If yes; tell us by how many individuals. Count each singleton as 1, each couple as 2, each family by their number in individuals.

6. Tell us how many households currently live in the HMO.

For this; one household is a single person, or a couple, or a family. This is often the same as the number of letting rooms in the HMO if each family or couple share one bedroom, but it may not always be if a family share 2 rooms, for instance.

7. Tell us how many persons you propose to accommodate in the HMO.

If we can, with reference to the space and amenities provided in the HMO; we will grant the Licence, and charge our fee based on this number.

Count each individual as a person here, for instance: If one room will house a couple; this counts as 2 persons. If that couple also have a child; 3 persons, etc.

Accommodation

8. Tell us how many bedrooms are in the HMO.

Include all rooms where people sleep, but be mindful that it is not permitted for people to sleep in any shared area (living, kitchen, bathrooms, halls, etc) of the HMO.

9. Tell us how many 'habitable rooms' are in the HMO.

A habitable room is a living room, a bedsitting room, or a dining room, whether shared or not.

If your HMO comprises 5 bedsitting rooms, a shared lounge, and a shared dining room, for instance; you would answer '7' here.

10. Tell us how many separately let units of accommodation are in the HMO.

For instance; if a couple has exclusive use of a separate kitchen, and a bedroom; this would be one unit of accommodation.

If your HMO has 5 bedrooms, all with en-suites, but they all share a kitchen; 5 units of accommodation.

11. Tell us how many 'habitable rooms' are in the HMO.

A habitable room is a living room, a bedsitting room, or a dining room, whether shared or not.

If your HMO comprises 5 bedsitting rooms, a shared lounge, and a shared dining room, for instance; you would answer '7' here.

Bathrooms or Shower Rooms

12. Tell us how many bath or shower rooms are in the HMO, all together.

Count each room that contains a bath or shower as 1 room; whether it is shared or is reserved for the exclusive use of one or more occupant.

For example; if your HMO has 5 bedrooms, each with an ensuite bath or shower, and one additional bath or shower room as a shared facility; count 6 bathrooms here.

13. Tell us how many of these are shared.

Count each bath or shower room, as defined above, which is for shared use. En-suites would not be counted here, and in the above example; your answer here would be '1'.

14. Tell us how many toilets, WCs, are in the HMO, all together.

Count each WC, toilet, as one here; whether shared or not.

If each bathroom in the example given above had a toilet in it; you would answer '6' here.

15. Tell us how many WCs, toilets, are shared in the HMO.

Count each toilet, anywhere in the HMO, as one.

In the above example, if all bathrooms also had a WC; your answer would be 1.

Wash Basins

16. Tell us how many wash basins are in the HMO, all together.

Count all wash hand basins; whether stand-alone in a bedsitting room, or in a shared cloakroom/WC, or as part of a full set bathroom; whether shared or reserved for exclusive use.

For example; if your HMO has 5 bedrooms, 3 of which have a stand-alone basin in, but all 3 also share access to a single full-set bathroom, and the other 2 bedrooms have a full en-suite bathroom (including a basin), and where there is one cloakroom/WC (with basin) available to all: count '7'.

17. Tell us how many wash hand basins are shared in the HMO.

In the above example; you would answer '2' here. Count only wash hand basins which are available for use by more than one letting unit.

Kitchen Facilities

18. Tell us how many kitchens are in the HMO.

For this question; count only where there is a full and separate kitchen. This kitchen will be shared.

Do not count kitchen facilities provided inside bedsitting rooms or other exclusive accommodation here.

19. Tell us how many bedsitting rooms or other units have kitchens in.

Here, we would like you to count a kitchen only if a full 'set' of facilities are provided; a sink with hot and cold running water, a fridge, ambient food storage, a hob or cooker.

Do not count where rooms may be provided with an area of worktop and a small fridge, or other combination, for instance.

20. Tell us how many kitchen sinks are in the HMO.

Here count up all of the kitchen sinks in the whole HMO.

Count only those sinks specifically provided for food preparation, and those equipped with hot and cold running water.

21. Tell us how many kitchen sinks are shared.

Now tell us how many of the above sinks are shared; open to more than one occupant to use.

Press NEXT>

Application for an HMO Licence

Safety arrangements

22. Tell us if you have a full 'Fire Plan' of the HMO.

A 'Fire Plan' is an up to date schematic diagram showing the floorplan of each floor of the HMO, with all fire precautions, room shapes and sizes, and other information marked on it in colour.

Many landlords in Swindon have one of these from our past work with them.

If you have a Fire Plan; please upload it here.

If you do not have a Fire Plan to upload; we ask some further questions. This is so we can do a basic risk assessment of how urgent it may be to conduct a visit and inspection of the HMO.

If you answer 'No':

23. Tell us if you have a mains powered, interlinked, automatic fire detection system installed in the HMO.

If you answer 'Yes' here, we ask a further question about the location of each part of the system.

a. If Yes; please tell us where each detector (mains powered, interlinked) is located, and what type it is.

We ask this to inform our provisional risk rating of your HMO for further action.

Count only those locations where you have a mains powered detector head which is interlinked with every other detector head such that if one is triggered; all sound together.

This is a fairly typical scheme of fire protection for all HMOs, and every HMO should have mains powered automatic fire detection installed.

This is mandated in British Standard 5839 and the Fire Safety Guidance issued to Local and Fire Authorities.

Fire detectors may be either heat triggered, or smoke triggered.

Heat detectors may be either 'rate of rise', which senses a rapid rise in temperature, or 'fixed point'; which triggers at a pre-set temperature.

Smoke detectors are commonly of the optical type; which trigger when a certain density of smoke is sensed, or 'ionisation' type; which sense chemicals commonly found in smoke.

Please tell us, for each detector; where it is, and what type it is.

A typical response to this question might be:

"Ionisation type smoke detector to every bedroom and shared living room. Optical type smoke detector on each floor in the hall/stair/landing. Heat detector, fixed point type, in the shared kitchen. Where cooking facilities are provided in bedsitting rooms (Room X, Y,Z); each such area is covered by a heat detector, fixed point type. All detectors are interlinked and mains powered, with battery back-up."

Protected Means of Escape

24. Tell us if each bedroom has a protected means of escape.

We ask this to inform our provisional risk rating for the HMO.

If you answer 'no' here, you will proceed to the next question, but we will visit your HMO as a matter of urgency to make sure a means of escape is installed quickly.

If you answer 'yes' here; we ask that you describe the means of escape in the following box.

b. If Yes: please describe the protected means of escape at the HMO.

A protected means of escape is, in effect, a fire protected route from each bedroom; which leads to a final exit from the HMO.

Classically, and for an HMO with a simple layout, this is comprised of a fire door, with fire and smoke seals, on each bedroom, and on each room opening out onto the hall/stairs/landing.

This hall/stairs/landing which forms the escape route will either have good ambient light, even during night time, or will have emergency lighting units installed to light the way to the exit.

Any cupboard in the escape route will be empty and locked shut, or will be fire proof and covered by a detector inside.

Any loft hatch will also be fire proofed from above and will be locked down to prevent it being sucked off in the event of a fire breaking through to the roof space.

All fire doors will have intumescent fire strips and cold smoke seals fitted.

Bedroom doors, and the final exit door will lock & unlock without using a key (a thumb turn lock) from the inside.

The standard of fire & smoke protection, or proofing, throughout will be at least 30 minutes throughout.

A typical response to this question might be:

"All bedrooms open directly onto the hall/stairs/landing which serves as the escape route. The kitchen and shared living room also open onto the escape route.

Each bedroom door is a 30 minute fire door, with fire strips and cold smoke seals, locked by way of a thumb turn lock from inside. The kitchen and living room doors are also 30 minute fire doors with fire and smoke seals fitted. Neither is lockable.

Landing cupboard is empty and locked shut under landlord control.

There is no loft hatch. All walls, ceilings and floors are substantial and in good repair, with no gaps or holes.

There is an emergency light, fitted such that it functions for 3 hours in the event that power is cut to the lighting circuit, on the first floor landing and ground floor entrance hall.

The final exit door, which opens onto the street, is locked only by a thumb turn lock on the inside"

Together; the automatic fire detection system, and the protected means of escape form the fundamental basis of fire safety at the HMO.

Fire Safety

25. Tell us what fire safety instruction and/or training is provided to occupants of the HMO.

Landlords of HMOs are required to ensure that their tenants are provided with instruction or training on fire safety.

For a HMO with a relatively simple layout and no extraordinary risk factors; this may only include such things as a written briefing given to all tenants, and appropriate signage.

For much larger HMOs, or those with additional risk factors such as vulnerable tenants or complex escape routes, additional instruction and training may be indicated.

A typical response to this question, for an HMO with no additional risk factors and a relatively simple layout may be:

“All tenants given a written briefing note on what to do in the event of a fire, and how to report issues with installed systems with their tenancy agreement. Fire signage is installed to show which doors must be kept closed, and indicating where to get out in the event of a fire. A ‘N1’ Fire Action Sign is maintained in the entrance hall of the property.”

The suitable response for a large or complex HMO with additional risk factors will necessarily be more in depth, and will be informed by the Fire Safety Risk Assessment which all landlords are required to complete.

26. Confirm to us that all provided furniture in the HMO meets relevant safety criteria.

The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010) require that all furniture meets certain fire resistance criteria.

All furniture supplied in an HMO must meet this criteria, and all such furniture will carry a label to show that it does.

Confirm here that you have checked and found that all furniture is so marked, or not.

27. Tell us if you have prepared a Fire Safety Risk Assessment for your HMO.

If you answer YES here, a further box will appear for you to upload the Fire Safety Risk Assessment for your HMO.

This is not mandated by Government in order to obtain a HMO Licence, but it is a legal requirement to have one. We ask you to upload yours to show that you have carefully considered the risks from fire and smoke to your tenants and visitors; a key management responsibility.

Guidance on how to complete a Fire Safety Risk Assessment may be found here on Dorset and Wiltshire Fire & Rescue Service's website:

<https://www.dwfire.org.uk/business-fire-safety/advice-for-landlords/fire-risk-assessments/>

There is also good advice and documents to be found here, at the website of a collection of Midlands Local Authorities:

<https://www.dashservices.org.uk/Resources/Fire-Safety/document-3>

The requirement to conduct a Risk Assessment for Fire in HMOs is enforced by the Fire Service. **We share all details of HMOs with the Fire service, including where we have not had sight of a Risk Assessment.**

Press NEXT>

Application for an HMO Licence

Proof of Controlling Interest

This is the part of the form where we collect information about who will be in control of the HMO, and about any other persons or entities that may be involved or have an interest in the HMO. The simpler your arrangements for controlling the HMO, the simpler these parts are to complete.

Remember; the proposed Licence Holder should be the person or entity (like a Company) who holds the Freehold or Leasehold for the HMO.

28. Tell us which of the following is in control of the HMO, either:

- 1) Freehold owner, or
- 2) Long Leaseholder

29. Upload a copy of the Title Deeds or long Leasehold Agreement in the box provided.

The [Land Registry](#) will provide a certified copy of the title deeds for the property for a small fee, which will show long leaseholders and freeholders. It will also give details of any entity that has a charge on the property.

Alternatively, you can provide a copy of the title deeds or lease you hold yourself.

30. Tell us if there is a mortgage held against the HMO.

31. If yes; give us the details of the mortgage account and provider.

We must consult anyone who has an interest in the property before we issue a HMO Licence, and this includes mortgagors.

Press NEXT>

Application for an HMO Licence

Who Controls the HMO

32. Will you, the person completing this form, be in sole control of the HMO and hold the Licence yourself?

Most HMO Landlords in Swindon to date own, control, and manage their HMO themselves. This form is designed to be relatively simple to complete for that arrangement.

It is necessarily more complex for more complex arrangements.

We have to have a very good picture of the HMO's ownership, control and management in order to issue the Licence to the most appropriate person.

Answer YES if you, the person completing this form control the HMO as a single person.

Answer NO if the HMO is controlled by Joint Owners, a Limited Company, a Partnership, or some other structure or arrangement.

Subsequent pages will then ask you to complete relevant details for each of those options, after confirming that you have the authority to do so on their behalf.

(If you answer YES above, you then move directly to the page on your fitness to hold a Licence.)

If you answer NO, to the above:

If you select 'Joint Owners'; we will ask you to confirm that you are one of the joint owners, and have authority to complete the form and apply for the Licence.

We then need you to enter all details for all joint owners.

Add as many owners as appropriate to hold the Licence jointly, and add all details for each.

If you select 'Partnership'; we will ask you to confirm that you are one of the partners, and have authority to complete the form and apply for the Licence.

We will then need you to enter all details for all partners.

Add as many partners as are in your partnership to hold the Licence, and add all details for each.

If you select 'Limited Company'; The Limited Company will hold the Licence in its registered name.

We will ask you to confirm that you hold a senior position in the company and are authorised to apply on its behalf.

We will then need you to enter all details for all senior representatives of the Company, and add what position you hold in the Company that gives you Authority to apply for the Licence on its behalf.

In the great majority of cases; the person completing this form will be a Director or Company Secretary.

Add a record for each Director of the Company, and all of their details.

If you select 'Other type of organisation or body; The organisation or body will hold the Licence in its registered name.

We will ask you to confirm that you hold a senior position in the organisation or body, and are authorised to apply on its behalf.

We then ask you to tell us about the organisation or body and its structure, and add details for all those involved in its management.

Add a record for each relevant person, and all of their details.

Whether for a sole controller, or any other structure; we ask for full details of those in all positions of responsibility. This is because the Local Authority has to satisfy itself that all those involved, or potentially involved in running the HMO are 'Fit & Proper' persons. We may use the information you provide to enable us to conduct additional enquiries, and need to be sure that we have the right information.

At present we do not ask for up front formal Disclosure, either through Disclosure Scotland or England's Disclosure and Barring Service, as many licensing functions do. We do however reserve the right to demand such where we are in any way unclear or do not have sufficient information to make that judgement. If we do ask for formal Disclosure as part of the application process, or later, and you do not provide it; we may refuse to grant a Licence, or revoke one already granted.

Press NEXT>

Application for an HMO Licence

Proposed Licence Holder

As part of our consideration as to whether the proposed Licence Holder is a 'Fit & Proper Person'; we now ask a series of questions about their regulatory and criminal history.

We then invite you to declare that you have no relevant unspent convictions.

These questions are all self-explanatory, and should be answered YES or NO. A YES answer will open a box for you to enter further details that will allow us to confirm what you have told us, and get the details.

As above; where we have any concerns, or need to make further enquiries before deciding whether to issue a Licence in that person or entity's name, we may ask you to complete formal disclosure, or to attend an interview, for instance.

We may also make enquiries about any person identified on an application to other agencies or organisations directly.

Press NEXT>

Application for an HMO Licence

Managing the HMO

33. Tell us if you will manage the HMO yourself.

You have told us who will be in overall control of the HMO.

Now we need to know if someone else will manage the HMO for the Licence Holder.

The Licence Holder and Manager have special meanings in the legislation, and we need to be clear how the HMO will be run.

The Manager is someone who is, for instance, responsible for managing tenants, including collecting the rent, arranges day to day repairs, and who carries out maintenance and testing of installed systems; such as the fire alarms, fire doors, heating, etc.

If you, the proposed Licence Holder will both control and manage the HMO yourself; select 'Yes'.

If you will have a manager taking responsibility for parts of the running of the HMO; select 'No', and complete the further details for this person or entity.

Application for an HMO Licence Anyone else who holds legal interest
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34. Tell us if anyone else has agreed to be bound by any conditions on the Licence.

This is one final step in this section to ensure that we have details of everyone who may be involved in running the HMO.

If there is anyone else you have not already mentioned on this form who will be involved in running the HMO; answer 'yes' and add all of their details in the boxes that appear.

Application for an HMO Licence Supporting Documents
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This section is where we ask for you to upload documents which relate to the safety and maintenance of your HMO. Simply drag and drop the scanned or electronic copy of the relevant document into each box.

All but one of the following documents is mandated by Government as required to be submitted with an application for an HMO Licence under Part 2 of the Housing Act 2004.

35. Upload a valid Gas Safety Certificate produced in the last 12 months. This is a mandatory requirement.

All gas appliances and installations in the HMO must be tested and certified every 12 months, and any Gas Safe registered engineer can provide one of these for you.

You will be required to upload a new certificate every 12 months as a condition of your Licence ongoing.

36. Upload a copy of your latest Annual Testing, or Commissioning Certificate for the Fire Detection System.

This is a mandatory requirement.

Every year, you must have your fire detection system serviced and inspected by a competent professional. They will provide you with a certificate to show that this has been done, and the findings of the testing & inspection.

Please upload a certificate produced sometime in the last 12 months showing that the system is working as intended.

Where your system has been recently installed, within the last 12 months; then please upload the Commissioning Certificate that the installer can give you to show that the system was designed and installed in accordance with the relevant part of BS5839, and tested as functioning properly.

You will need to obtain and upload a new certificate every 12 months as a condition of your Licence.

37. Upload a valid Periodic Electrical Installation Condition Report (EICR). This is a mandatory requirement.

Each Electrical Installation in the HMO must be subject to regular inspection and certification.

This must be done every 5 years, or sooner if the inspecting electrician recommends it. This will be noted on your last EIC Report.

You will be required to upload the latest valid EICR annually as a condition of your Licence.

Your EICR must show that there are no C1 or C2 conditions on your electrical installation, and state clearly that the condition is satisfactory. **Please ensure that you upload all parts of the EICR.**

Press NEXT>

Application for an HMO Licence

Statutory Clause

38. Confirm the Statutory Clause.

Each application must include a statutory clause by law.

In confirming this clause, you are undertaking to tell each person or entity listed about your application.

As part of the application process we will also tell all those we consider have a relevant interest in the property, including lenders. It is of course better received if coming from you first.

Application for an HMO Licence

Declaration

39. Declare that the information submitted is correct and made in good faith.

This is the final part of the form, and we need to know that you understand the importance of the veracity of the information you have supplied to us.

It is a criminal offence to knowingly give us false information, or to withhold information, on this application.

In this part; confirm that you have read and agreed the declaration, re-type your full name (this acts as your signature), and the date.

Press NEXT>

Application for an HMO Licence

First Payment Amount

This page gives you information about the payment that will be taken from your debit or credit card.

Following recent high level case law, payments must now be taken in 2 parts. The payment that you make on immediate completion of your application form is just the first part.

Before we issue your Licence, up to 60 days later, you will receive a notification that we are ready to take your second part payment, and provided a link to do so.

We will not issue your Licence without receiving the second payment from you, so please keep an eye out for the notification, and log in to pay the second part promptly.

Press NEXT>

Application for an HMO Licence

Review your supplied details

On this page you will be shown every answer you have given alongside every question that was asked.

You can press <PREVIOUS to cycle back through the pages to amend any answers you would like, or

Press PROCEED TO PAYMENT>

Make your payment, and press submit to send us your application.

Once submitted, your application cannot be altered.

WHAT HAPPENS NEXT?

We will get to see your application only if you proceed through first part-payment and ultimately submit your application.

When you have done that, you will receive an email from us in acknowledgement, and the case will appear on your 'MyAccount' timeline. Its status will show as PENDING.

As we begin working on your application, you will receive further notifications, and the status will change. We may need to check things with you, and/or obtain more information.

When we are almost ready to issue your Licence, you will receive notification to pay the second part-payment, and you will receive a NOTICE OF INTENTION TO GRANT A LICENCE in the mail. A copy of that will also be added to your timeline.

All those who have been identified as having an interest in the property will also receive a copy of the Notice of Intention, and an opportunity to make representations to us.

We then consider those representations, and if the second part-payment has been made; will then issue the final formal LICENCE. We will mail you a formal copy, and also upload a copy to your timeline.

Most Licences will run for the maximum 5 year term, and throughout this time the case will remain open on your MyAccount timeline.

You can communicate with us directly through your timeline, and view or download any document that either you, or we, have uploaded to it in the past.

Every year on the anniversary of your Licence, you will receive reminders to upload current copies of your certificates as a condition of your Licence. If you do not upload fresh copies of these; your status will change to Breached Licence, and we will be in urgent contact to investigate.

Towards the end of the Licence term, you will receive a number of reminders from us to apply to renew your Licence FROM WITHIN YOUR EXISTING LICENCE CASE.

Renewal, using a simpler form and at a lower fee, is only available from within an existing valid Licence case.

IMPORTANT: If you do not apply for a renewal Licence before the expiry date of your existing valid Licence; you cannot access the renewal process and so will have to apply again for a new Licence. Your existing Licence case and timeline automatically closes at expiry.