

HMO licence application – Guidance notes

Misrepresentation

An application for a House in Multiple Occupation (HMO) licence is a serious matter and should be regarded in the same manner as applications for other licences such those required for the sale of alcohol, provision of entertainment or to operate a hackney carriage.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining an HMO Licence. Evidence to support any statements or information made in the HMO Licence application may be required at a later date. If the Council subsequently discovers something which is relevant and which you should have disclosed or which is incorrectly or imprecisely stated or described, the licence may be cancelled or other action taken. This may affect other HMO licences with which you have any connection.

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1. Security Update to payment systems software

Payment card industry security standards have recently been updated nationally which means that if you're not using the latest version of your chosen internet browser, you may experience an error message when making online payments. This is because older internet browsers are deemed to be a security risk by the Payment Card industry and have therefore been disabled from connecting to online payment systems.

To resolve this you will need to update your internet browser.

What is a browser?

A browser is the software that gives you access to the internet (eg Google Chrome, Firefox, Internet Explorer, Safari etc)

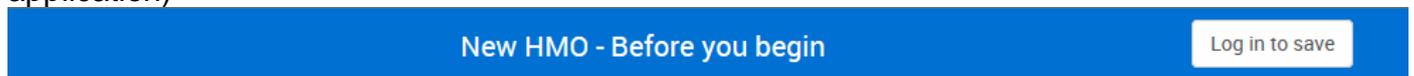
Why should I get the latest browser version?

For your security and safety, it is strongly recommended that you use the latest version of your preferred browser.

2. Before you begin

We recommend you register for your Idox ID BEFORE applying for a licence. This will allow you to save as you go and return to your unfinished application anytime you wish.

Once you clicked on [Online application](#), to register, click **log in to save** (right top corner on the application)



Before you begin

Register for an account to allow the form to be saved as you progress. Creating an account is free and enables you to return to the form at a later time to complete the submission.

You do not need to create an account to submit the application but you will not be able to save your progress and return to the form at a later time.



and then go to **Register for an Idox ID**

Log in

Once logged in your progress will be saved automatically allowing you to return at any time to complete your form.

OR

Register for an Idox ID

An Idox ID is a secure user account registered with Idox that allows you to save your progress and to view your previous submissions to the authority.

Once you have registered, you will receive a confirmation email. Please ensure you follow the instructions on this email before logging back in to start your online application.

You can exit the application at any time by closing your browser. When you log in, please note it will say 'Saved as Draft' in the top left hand corner of your application; if it does not say that, you have not logged in after registering.

To return to your saved application, close all open pages on your browser and then click on ['Return to saved applications'](#).

If you have any problems with the application form, please contact Idox Helpdesk on: servicedesk@idoxgroup.com or by tel: 03330 111 663

3. Address of HMO

Enter the postcode of the HMO or street name and select the address of the HMO.

Find address

Search

In the rare instance that you cannot find the required address (usually buildings converted into flats). This would suggest that the property has not been correctly registered. It is an official function of the Council to register street or property naming and numbering. Royal Mail do not have any jurisdiction over addresses and is only responsible for the allocation of postcodes. For more information please visit our website [here](#).

4. Type of Application

Mandatory – National scheme – from the 1 October 2018, all HMOs occupied by 5 or more occupants sharing facilities will require a licence to operate.

Additional – Local scheme, Bath City - HMOs occupied by 3 or 4 tenants sharing facilities may require an Additional licence.

5. Date property became a licensable HMO

The date the HMO becomes licensable is dependent on a number of factors, see below:

Mandatory

- If the HMO is 3 or more storeys and occupied by 5 or more tenants then it became licensable the date your tenants moved in.
- If the HMO is less than 3 storeys and occupied by 5 or more tenants then it becomes licensable from the 1 October 2018 or the date your tenants move in, if after this date.

Additional

- If the HMO is occupied by 3 or 4 tenants, and located within the city of Bath then it becomes licensable under the B&NES expanded Additional HMO scheme from the 1 January 2019, or the date your tenants move in if after that date.

Buying a licensable HMO

- If you are buying a licensable HMO with the tenants in situ, the completion date of sale should be entered as the property would be considered licensable on this date. If the property is empty, enter the date your tenants move into the property.

6. Applicant's details

The applicant in most cases will be the proposed licence holder. However, other persons including the managing agent may be the applicant; they will have to sign the application form and declare that all the information is correct.

We would however advise that the proposed licence holder(s) apply, due to the requirement of DBS checks and Fit and Proper declarations being submitted for the proposed licence holder(s) with **every** application, regardless of whether another application has been submitted.

As the person completing the application, please select which statement applies to you.

Please note that if you select 'I am the Proposed Licence Holder – The Sole Applicant, who collects the rent and has sole responsibility for managing the property', you are confirming that there are no other persons involved in the management of the property and that you do not employ a separate manager.

Applicant Details

** Indicates a mandatory field*

As the applicant please select the appropriate statement? *

- I am completing the form on behalf of the Proposed Licence Holder(s)
- This is a Joint Application, I am one of the applicants
- I am the Proposed Licence Holder – There are other people involved in the management of the property
- I am the Proposed Licence Holder – The Sole Applicant, who collects the rent and has sole responsibility for managing the property

7. Registered address v Trading address

The registered address is the official contact address for a company as listed with Companies House, it serves as the official contact address for delivering official documents.

The trading address may be different and is the address of the premises the company/business operates from.

8. Proposed Licence Holder details

Select one of the options listed that best describes the proposed licence holder, complete the subsequent questions relating to the proposed licence holder(s) details.

(this section does not appear if the applicant has previously selected that the statement 'I am the Proposed Licence Holder – The Sole Applicant....')

Details of the person(s) to be named on the licence (Proposed Licence Holder)

** Indicates a mandatory field*

Type of Licence Holder *

- An Individual / Joint Individual
- Unincorporated Business Owner (Operating under a trade name)
- A Limited Company
- A Partnership (Operating under a trade name)
- A Trust
- A Charity
- A Managing Agent
- Other

After selecting one of the options above that best describes the proposed licence holder, complete the subsequent questions relating to the proposed licence holder(s) details.

9. Details of the Property Manager

(this section does not appear if the applicant has previously selected that the statement 'I am the Proposed Licence Holder – The Sole Applicant....')

Details of the Property Manager

** Indicates a mandatory field*

Who will manage the property? *

- The Proposed Licence Holder will manage the property
- The person filling out the form will manage the property
- Another Individual has been employed to manage the property e.g. An employee of the person with control of the property
- Another Non Individual / company has been employed to manage the property

Enter the details of the manager including their registered address.

If a separate manager is employed, are they a member of a regulatory body and if yes, which regulatory body?

10. Fit and Proper Person test

Before granting a licence the local authority must be satisfied that the licence holder, manager and any other person involved in managing the HMO is fit and proper.

We require a separate signed **fit and proper person (F&PP) declaration** and a **basic Disclosure and Barring Service (DBS) certificate** from all proposed licence holders and managers (including managing agents) to assist us in making this judgement. The DBS check must be dated within 3 years of being received by Housing Services. To obtain a basic DBS check, go to: <https://www.gov.uk/request-copy-criminal-record>

If you already have an enhanced DBS check and do not wish to apply for a basic one, you need to be registered to use the Update Service, send us the last certificate you have received and your certificate number.

If a proposed licence holder lives abroad, they should have a local manager who would be responsible to day-to-day management of the HMO. The proposed licence holder would need to submit this manager's DBS check. The manager's details would also need to be updated each time when a new manager is appointed and a new DBS check would be required.

The proposed licence holder will need to check the DBS equivalent for their country of residence here - <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

By signing the F&PP declaration that person must be confident that any person appointed to assist in the management of the property, including key holders, would be able to sign the declaration themselves.

Where a business or organisation is to be the licence holder then a DBS check will be required from the director(s) of the company or where directors have specific roles, the director with management control of the HMO. A F&PP declaration is also required and should be signed by the director or other responsible person on behalf of the company, charity or trust. Any employee who is involved with the management of the HMO can be regarded as an 'associate'. Consequently, in signing the declaration, the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting a DBS check.

Where the managing agent operates out of more than one office, then a F&PP declaration and DBS check must be completed by the manager of the local office in control of/managing the licensable HMO and also a F&PP declaration must be completed by head office and signed by a person in authority such as a director or company secretary.

The local authority must have regard to any evidence that a person or organisation has committed any of the matters listed in the declaration that is contained in the application pack.

Those signing the declaration should note that any offences etc. committed by an associate or family member involved in the management of the property are also relevant.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. The local authority will consider each offence and any mitigating circumstances on their relative merits.

A local authority can revoke a licence, if it no longer considers a licence holder to be fit and proper.

Similarly, the fit and proper person status can be removed from managers and anyone else involved in the management of the property or key holders. It would then be a breach of a licence condition, if that person continues in that capacity.

FPP Declaration	DBS check
<p>All proposed licence holders – must submit a F&PP declaration with each application, except where the applicant has previously selected the statement ‘<i>I am the Proposed Licence Holder – The Sole Applicant...</i>’, as the declaration is incorporated within the application.</p>	<p>All proposed licence holders</p>
<p>All Local Managers – a F&PP declaration must be held by Housing Services dated within 6 months of the application being submitted. Applicants must confirm this with their manager; if unsure the manager should complete and submit a new declaration. Therefore a F&PP is not required with every application.</p>	<p>All Local Managers – Applicants should ensure their manager has previously submitted a DBS check and that it is still dated within 3 years</p>
<p>A Head Office director, responsible for the management – see: all local managers</p>	

Where a manager is employed, it is the responsibility of the applicant to either obtain a signed F&PP declaration and DBS check from them to submit with the application OR check with said manager that a F&PP has previously been submitted within the last 6 months to Housing Services and that Housing Services have also seen their relevant DBS certificate.

Applicants should also read point 9 below, Fit and Proper Person declarations.

11. Fit and Proper Person declarations

A fit and proper person declaration **must** be submitted with every application for all proposed licence holders, except where the applicant has previously selected the statement ‘I am the Proposed Licence Holder – The Sole Applicant...’, as the declaration is incorporated within the application and the following page does not appear.

Fit and proper person declarations can be downloaded from here - click on the link: [Individual](#) or [companies](#).

The details of all proposed licence holders and any other persons/organisations involved in the management of the HMO must be entered.

Full Name *

Capacity *

- Proposed licence holder
- Joint proposed licence holder
- Person receiving the rent
- Property Manager
- Proposed Manager (manages multiple licensed HMOs)
- Other

With regard to proposed licence holder(s) the first declaration must be selected.

Please select the relevant declaration. *

If you selected Proposed/Joint Proposed Licence Holder above, you should select the first declaration. If you selected one of the options for Manager you may be eligible to select the second declaration.

- I declare that the Fit and Proper Persons Questionnaire and Fit and Proper Person Declaration have been completed and signed by the person above and will be submitted with this application.

Whereas for managers the second declaration can be selected, but only if the applicant has been informed by the manager that a declaration has previously be submitted within the last 6 months, otherwise a declaration must also be submitted for the manager.

- I can confirm that the named person/business has previously submitted a Fit and Proper Persons Declaration to Bath and North East Somerset Council within the last 6 months (copy and select the option above as this may result in your application being delayed).

12. Legal interest

List all details of all owners, freeholders, leaseholders and mortgage companies including mortgage number and any charges that may be on the property.

13. Property management

The Council must be satisfied that there are suitable management arrangements in place, especially when the licence holder is not local to the property. Satisfactory arrangements could include employing a local manager to deal with repairs and tenancy issues.

Tenants must have a 24 hour emergency contact name and telephone number in case of emergency or antisocial behaviour. This will be a licence condition.

Are there arrangements in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order?

The answer could be NO if no arrangements made.

If YES, the arrangements could include regular inspections of the HMO by the licence holder or manager.

Please give details of any arrangements in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order.

This could be a cleaning rota by the tenants.

Do you have arrangements in place to cover the cost of repair work (e.g. a central heating boiler) if it became necessary? Please provide details of any arrangements that are in place to cover the cost of major emergency repair work (e.g. a central heating boiler) if it became necessary.

There should be sufficient funds or arrangements in place to cover the cost of any works including major works such as replacing a defective boiler.

Storage of refuse and recycling

Sufficient containers must be provided for household recycling and rubbish within the unit of accommodation and outside in an appropriate area. Additional recycling containers can be provided by contacting Council Connect on 01225 39 40 41 or councilconnect@bathnes.gov.uk. This will be a condition on your licence.

External area of property

All reasonable steps must be taken to ensure any gardens and yards belonging to the licensed property are maintained in a reasonable condition and free from litter. Where the occupants are responsible for maintaining the outside space they must be provided with suitable and sufficient tools to do this. Where tools are provided they must be allocated appropriate storage. This will be a condition on your licence.

14. The West of England's Code of Good Management Practice

By agreeing to follow this code provides supporting evidence that the proposed licence holder will have satisfactory management arrangements in place for the property. Persistent failures to abide by the code can lead to a licence being revoked.

Conduct

The licence holder agrees to: conduct business with regard to the property and the tenancy in a reasonable and equitable manner and; to answer reasonable queries and issues raised by the tenants in a timely manner (in any event to respond within 5 working days of the query or issue being raised, emergencies should be replied to within 24 hours).

Inventories

Licence holders to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

Deposits

The Licence holder must comply with all statutory obligations regarding tenancy deposit protection if a deposit is taken.

Repairs and maintenance The Licence holder must carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is reasonably practicable to the following timescales:

- *Emergency repairs: 24 hours* (Affecting health or safety e.g. dangerous electrical fault, blocked WC, no hot water, etc.)
- *Urgent repairs: 5 working days* (Affecting material comfort e.g. no heating or fridge failure, serious roof leak, etc.)
- *Other non-urgent repairs: 20 working days.*

Landlord and tenant matters

The licence holder must comply with all statutory obligations under housing and landlord &

tenant legislation, in particular the landlord shall not harass or threaten a tenant. Any eviction process must be carried out in accordance with legal requirements.

Access to the property (for inspection, repairs, monitoring or other reasons) should only be by prior arrangement with the tenant and on having given 24 hours' notice (except in emergencies).

Property Management

The licence holder must ensure that they comply with current statutory requirements relating to the safe management of the property including duties relating any asbestos containing materials, *Legionella* risks and to carry out a Fire Risk Assessment on the common parts of the property. Further information on minimum requirements are contained in the West of England Rental Standard www.westofenglandrentalstandard.co.uk/standard

Pest Control

Where there is an infestation of pests in a licensed house in multiple occupation the licence holder must employ a competent pest control contractor to carry out appropriate treatments to eradicate any recognised pest species infesting the property.

Neighbours

The Licence holder must take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The licence holder will provide occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems and will ensure that "To Let" or "Let" boards are not left up as long-term advertising features (over 28 days); and to keep the external appearance of the property in a condition taking into account its age of the property, character and locality.

15. Details of the property

A basement is any storey that is partly or wholly below street level. The ground level is usually the main entrance at street level. The first floor is the first floor above ground level and so on.

A basement counts as a storey, if it is used as part of the HMO; this includes storage or if it is used as the main entrance. If a basement has been constructed, converted or adapted for use as living accommodation, it counts as a storey, even though it might not be occupied. If the basement only contains service meters it will not count as a storey, as long as it is not also used for storage and is kept locked.

A basement used wholly for business purposes is not counted as a storey, but any other business storeys are counted.

A mezzanine is a floor located between the main floors of a building; it may be used as a bedroom, bathroom, toilet or other. It will be counted as a storey, if it means that one or more floor levels in the building are over 4.5m above the adjacent ground level.

Other partial floors may also count as a storey. For example, in some cases a small additional flight of steps can be found at the head of the main stairway to a further room, usually a bedroom or a room could be located at lower level at the base of the stairway in a back annexe, usually a kitchen. In these cases the storey will be counted if this consequently means that the uppermost floor is 4.5m above the adjacent ground level.

Attic rooms that are capable of being used as living accommodation count as a storey, even if they are not occupied. Otherwise, attics used solely for storage are not counted.

16. Further details of Property

Individual lettings

A group of 5 tenants on 1 tenancy agreement is 1 individual letting. Whereas 7 tenants on 7 separate tenancy agreements has 7 individual lettings.

Self-contained unit

A self-contained unit is a dwelling or a part of a dwelling which has been constructed or adapted for use as separate living accommodation. Self-containment is where all the rooms (including kitchen, bathroom and toilet) in the living accommodation are behind a single door. There will be no sharing of facilities between units.

Therefore a property which contains 2 self-contained flats and the HMO, would be classed as has having 3 self-contained units.

A terraced house with 5 individuals, sharing all facilities would be classed as 1 self-contained unit.

Number of households

A household consists of family members/co-habiting couple. Where a couple is sharing with 3 unrelated individuals, the property comprises 5 individuals and 4 households.

Number of occupiers in the property

All occupants should be counted including children.

Facilities within HMO

Enter the number of each facility where requested.

Sinks – where there is 1½ sinks in the kitchen, enter 1.5.

Fridges and Freezers - enter the number of work top height fridges or freezers in the property. Where there is a full height fridge then this will count as 2 fridges, alternatively if there is a full height fridge/freezer this will count as 1 fridge and 1 freezer.

17. Furniture and Furnishings (Fire)(Safety) Regulations 1988

The following types of furniture (if they contain upholstery) are included in the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended): Settees, chairs, bed bases, mattresses, headboards, children's furniture (Inc. prams and pushchairs), stools, dining chairs and sofa beds, cushions, pillows as well as fitted or loose covers for upholstered furniture. Curtains and bedding are not included and furniture made before 1950 is exempt, even if it has been re-upholstered.

All new furniture bought after 1st March 1990 should comply.

Most new furniture must have a permanent label attached showing compliance. If it bears the warnings: "Covers are not match resistant" or "Caution – careless use of matches could set fire to this furniture" the furniture will not comply. Permanent labels were never required for bed bases or mattresses. However, a blue label indicating compliance with BS7177:1991 should be evidence of fire safety compliance. Further information is available from the local authority Trading Standards section.

18. Fire precautions

Fire/smoke alarms

It is not necessary to have all fire precautions in place before a licence is granted. However, you are strongly advised, in the meantime to have as a minimum, interlinked battery smoke detectors throughout the common parts and interlinked heat detectors in shared kitchens and any bedsitting rooms with kitchen facilities; any self-contained flat should be linked into the system with a smoke detector. If the licensing standard is not met, it will be a condition of the licence that the standard is met and this will involve a hard-wired system, as battery detectors are not acceptable.

Identifying the type of detection that is fitted:

Battery operated only - there are two types of these alarms: sealed battery alarms (it says on the head that there is a 10 year battery inside) and changeable battery alarms.

Mains wired – this is an interlinked fire detection system – press the button on one to test and all other smoke alarms should sound as well – you might need two people to check.

Mains wired standalone - when you press the test button, no other alarms would sound.

Mains panel controlled – there should be a panel showing different zones. This system is usually wired but sometimes the wireless detectors are connected to a mains wired panel.

Note:

Where there is a mixture of battery and mains alarms only enter the details of the mains alarms.

Fire Risk Assessment

The [Fire Risk Assessment](#) must be undertaken by a competent person. For more information, please visit the Avon Fire & Rescue website [here](#).

Fire Doors

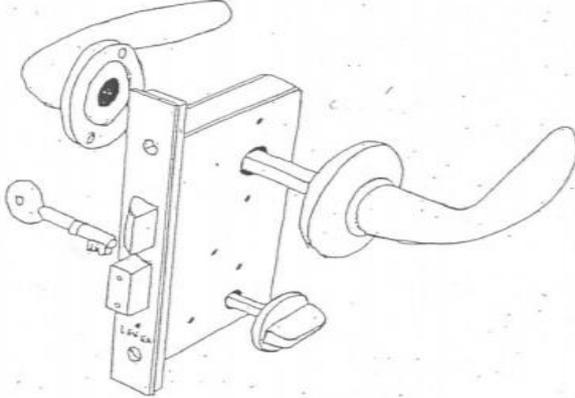
A Fire Door (30FDS) with a self-closer is required to the kitchen or a living room (depending on the layout) in properties with 5 or more tenants. A solid, well-constructed, close fitting door will be acceptable in an HMO with 3 or 4 tenants.

Door locks

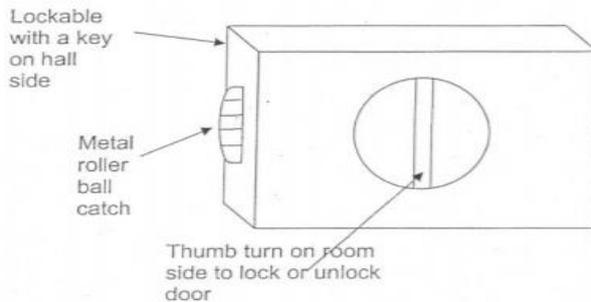
Locks on final exit door and bedrooms (where required) must be openable without the use of a key i.e. thumb lock (see graphic below).

ACCEPTABLE LOCKS FOR FIRE DOORS & DOORS ON EXIT ROUTE

A SECURITY LOCK/LATCH SET (IF NEEDED) MUST HAVE A 'SNIB' OR 'THUMBTURN' ON THE RISK – ROOM SIDE TO ENABLE QUICK EXIT FROM THE ROOM WITHOUT THE USE OF A KEY. A NIGHT LATCH IS NOT ACCEPTABLE.



A YALE 81 IS ALSO ACCEPTABLE & IS A CYLINDER LOCK WITH A METAL ROLLER BALL CATCH.



19. Supporting files

This is your opportunity to upload supporting documents such as fit and proper declarations, DBS checks, floor plans, gas and electrical safety certs etc. and anything else that you think appropriate.

Supporting files

Any files which may be relevant to your submission

Attached files

Used: 182 / 7200 KB

3_or_more_licence_holders.docx(32,006 KB)	
2018_Floor_plan_example.pdf(48,329 KB)	
F_PP_declaration_-_Individuals.docx(57,829 KB)	
F_PP_declaration_-_Registered_Companies.docx(48,274 KB)	

20. Supporting documents

This is a list of documents we require to process your application. Please confirm how we will receive them.

- Fit and proper declarations for all proposed licence holders must be completed and submitted with each application, regardless of whether it has been previously provided.

The **N/A tick box** only applies where the applicant has previously selected the statement 'I am the Proposed Licence Holder – The Sole Applicant....', as the F&PP is incorporated into their application.

- A DBS check dated within 3 years of application must be provided for all licence holders. Unlike the fit and proper declaration, proposed licence holders do not need to submit another DBS check as long as the one previously submitted to Housing Services is still dated within 3 years. Please ensure this is the case, as it may affect any discount, if Housing Services have to request a new one.
- At the time of application, please ensure that any manager you employ has submitted to Housing Services a fit and proper declaration within the last 6 months and a DBS check dated within 3 years, as this will invalidate your application, if not held and in date.
- **Floor plans: please check what should be included (fire detectors, fire blanket etc.)**
See Appendix 1.

Housing Services are unable to provide any floor plans that have been previously submitted by another applicant.

- **Safety certificates**

Gas Safety Certificate

Domestic Electrical Certificate of testing and inspection, this should be satisfactory and dated within 5 years. Please ensure the certificate shows that the fixed wiring has been tested and inspected and not that for example a consumer unit has been installed. Evidence must be provided that any defects shown have been resolved.

Energy Performance Certificate - EPC

21. Notification Requirements

It is important that a copy of the licence application including any floorplans is served on proposed licence holders where they are not the applicant.

- The applicant should also notify any owners of the property (if that is not you) i.e the freeholder and any head lessor who are known to you;
- the proposed manager/managing agent (if that is not you);
- mortgage companies;
- any person who is a tenant or long leaseholder;
- any person who has agreed that he will be bound by any conditions in a licence if it is granted;
- Any person who is a key holder (including trades person and additional family members)

You must tell each of these people (or organisations):

- Your name, address, telephone number and email address or fax number (if any)
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you)
- That this is an application for an 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

[A letter of notification](#) can be found on our website.

Note:

Date declaration made – this is the date you make the declaration i.e. today.

Follow the online instructions when making your payments.

We accept the following cards: Visa, Visa Delta, Electron, MasterCard Debit, MasterCard Credit and Maestro.

22. Confirmation of submission

It is strongly recommended that you take a screen grab of the following page and save in a safe place.

Your request has been submitted successfully.

Your unique reference
DSFX1542107907564
HMO Renewal Application PDF
View
Your supporting files
3_or_more_licence_holders.docx
F_PP_declaration_-_Individuals.docx
2018_Floor_plan_example.pdf
Fee
Fee amount: £450.00
Payment reference: ZZEL00000028

Finish

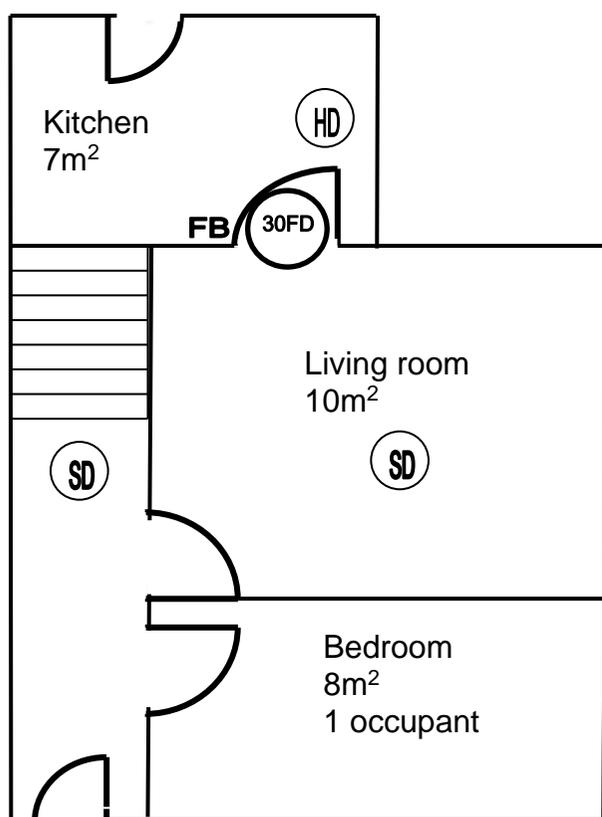
The applicant will receive an email from 'noreply@idoxds.com' confirming submission; it will also have a copy of the application attached. Please check your junk email if not received. Save the PDF copy of your application.

Appendix 1 – floor plans

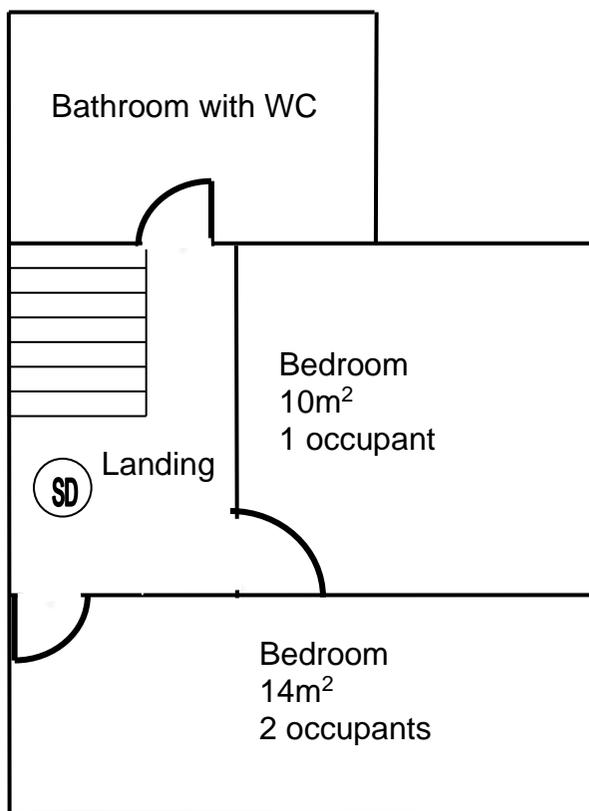
This is an example plan that will be acceptable as part of your HMO licence applications. It is to show the existing layout and how the rooms are used, it can be drawn by hand and does not have to be drawn to scale, it does need to be clear, legible and roughly in proportion.

Items that **MUST** be included on your floorplan (your application will be invalid without the following information):

- Address of property;
- Floor level i.e ground, first, second;
- All rooms along with their use i.e kitchen, bedroom, WC;
- Location of stairs;
- All fire precautions currently within the property i.e fire blanket, heat and smoke detectors, fire doors. If you feel you would like to add anything else to your plan, particular in terms of fire precautions/safety, please do.
- Size of rooms (m²), not including hallways, WCs and bathrooms;
- Number of occupants per bedroom.



Ground floor



First floor

