



Civic Centre, West Paddock,  
Leyland, Lancashire PR25 1DH  
Tel: 01772 421491  
Fax: 01772 622287  
email: [info@southribble.gov.uk](mailto:info@southribble.gov.uk)  
website: [www.southribble.gov.uk](http://www.southribble.gov.uk)

**HOUSING ACT 2004, PART 2**  
(LICENSING OF HOUSES IN MULTIPLE OCCUPATION)

**APPLICATION FOR MANDATORY LICENSING SCHEME**

Please ensure that all parts of the form are completed in either black or blue ink. **If you do not complete the form correctly and the form has to be returned to you, an additional administrative fee may be charged.**

If you need any assistance in completing the form, please consult a member of the Support Team of the Environmental Health Section on telephone number: 01772 625 340

Is this a new application?  Or is this a renewal of an existing licence?

Please tick the box that is applicable.

**PART 1 – FULL POSTAL ADDRESS OF PROPERTY REQUIRING HMO LICENCE.**

**1.1 Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**PART 2 – PROPERTY DETAILS**

**A Plan of the Property MUST be submitted with the application**

**2.1 Details of storeys in property:**

If this is a renewal of an application, has the property changed in the last 5 years?

If No, please go to 2.2.

Yes / No
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	Storey Present for Residential Use	Storey Present for Non-residential Use	Brief Description of Non-residential Use
Basement			
Lower Ground Floor			
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Attic or Loft Rooms			
Total			

**2.2 Details of internal fixtures in property:**

If this is a renewal of an application, has this aspect of the property or any internal fixtures changed in the last 5 years?

If No, please go to 2.3.

Yes / No
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Total number of separate letting units	
Total number of wash hand basins in sleeping rooms	
Total number of wash hand basins other than in sleeping rooms	
Total number of habitable rooms: (e.g. bedroom, living room)	
Total number of bathrooms/ shower rooms	
Total number of toilets	
Total number of kitchens	
Total number of sinks (not including hand wash basins)	
Total number of households occupying the property	
Total number of people occupying the property	

**2.3 Dimensions of habitable rooms: (including bedrooms, kitchen and lounge areas)**

A floor plan of each level of the premises must accompany the application which includes accurate dimensions and areas of all rooms, communal areas, stairways etc.

<b>Floor Level</b> (e.g. Basement, 1 <sup>st</sup> Floor)	<b>Room Number</b>	<b>Description of Room</b> (e.g. Kitchen, Bedroom)	<b>Approximate Dimensions</b>

Please continue onto separate sheet if necessary

**2.4 Fire safety:**

The floor plan must clearly indicate the location of:

- |                             |   |
|-----------------------------|---|
| 1. Fire extinguishers       | 6. Fire doors                                     |
| 2. Fire blankets            | 7. Fire escape routes                             |
| 3. Smoke and heat detectors | 8. Room numbers (as per chart below)              |
| 4. Fire alarm call points   | 9. Facilities for storage and disposal of rubbish |
| 5. Alarm sounders           | 10. Alterations within the last 5 years           |

Provide a copy of a written fire risk assessment which has been carried out by a competent person. The risk control measures must be in place before the licence is granted.

-Does the building have a fire alarm?

-Does the building have smoke detectors?

-Does the building have heat detectors?

-Does each bedroom or bed-sitting room have a mains-wired smoke alarm which is not linked to the main system (for the protection of the occupant)?

-Does the building have alarm sounders?

-Is there a log book of all maintenance, inspections and checks?  
If Yes: log book to be enclosed with application

-Provide a current periodic inspection Certificate for the fire detection and alarm system (e.g. NICEIC, ECA, etc.)? (certificate to be enclosed with application)

-Date of last inspection of alarms:

-Who inspected the system?  
(Please provide the name and address of contractor)

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Postcode: \_\_\_\_\_

**2.5 Emergency Lighting:**

Is emergency lighting installed and working?

Is there a log book of all maintenance, inspections and checks?  
If Yes: log book to be enclosed with application

Provide a copy of a current periodic inspection certificate for emergency lighting (e.g. NICEIC, ECA, etc.)?

Date of last inspection of alarms:

Who inspected the system?  
(Please provide the name and address of contractor)

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Postcode: \_\_\_\_\_

**2.6 Gas installation and appliances:**

Do you provide gas installations/ appliances to any part of the property?

If yes, the current gas safe registered landlords gas safety record must be enclosed with your application.

Details of the gas safe registered landlords gas safety record

Date of last inspection of alarms:

Who inspected the system?  
(Please provide the name and address of contractor)

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Postcode: \_\_\_\_\_

**2.7 Electrical installations and fittings:**

Provide copy of an electrical installation condition report that is satisfactory to the 18th Edition of the Wiring Regulations, undertaken by competent and qualified person.

Date of last inspection of alarms:

Who inspected the system?

(Please provide the name and address of contractor)

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Postcode: \_\_\_\_\_

**2.8 Portable electrical appliances:** e.g. kettle, lamp, toaster or any other appliance fitted with a plug

Do you provide portable electrical appliances to any part of the property?

Yes / No

How do you ensure that all portable appliances provided by the landlord are maintained to prevent danger? E.g portable appliance test, visual inspection by competent person.

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**2.9 Furniture and soft furnishings:**

Are furniture/ soft furnishings provided to any part of the property?

Yes / No

If yes – are the furniture/ soft furnishings in good and safe condition?

Yes / No

Do the furniture/ soft furnishing conform to current fire safety regulations?

Yes / No

**2.10 Provide details of any fire safety advice provided to occupiers:**

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**2.11 Tenancy arrangements:**

Provide a copy of the tenancy agreement detailing the terms of occupancy

Yes / No
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**2.12 Utilities:**

Which utilities are inclusive of the rent and what if any restrictions apply?

Gas	Yes / No
Electric	Yes / No
Water	Yes / No
Council Tax	Yes / No
Other, please specify	

**2.13 Anti-social behaviour:**

Detail the steps taken to prevent or reduce anti-social behaviour by persons, either occupying or visiting the property.

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**PART 3 – DETAILS ABOUT THE APPLICANT(S), MANAGER(S), PROPOSED LICENSE HOLDER AND PERSON HAVING CONTROL.**

**3.1 Details of the applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

**3.2 Details of the proposed licence holder:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

**3.3 Details of the person managing the premises:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

**Details of any other person(s) who has agreed to be bound by a condition in the licence:**  
(Please use additional sheet if required)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

**3.4 Details of all parties which have a financial interest in the property such as mortgage companies, bridging loan companies, secured loans, investors etc.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Details of any other person(s) who has agreed to be bound by a condition in the licence:**  
(Please use additional sheet if required)

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_



**3.5 Details of any person other than those mentioned in 2.1, 2.2 & 2.3 having control of the premises:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

**3.6 Details of any other properties that are already licensed under Parts 2 or 3 of the act by the proposed licence holder:**

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**3.7** If any of the applicants are a company, partnership, or trust, please indicate which and complete the following:

**Company/ partnership/ trust information: including registered address or principal trading address where appropriate**

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**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name and addresses of all directors/ partners/ trustees (please use separate sheet if necessary)**

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**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name and address of company secretary**

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**Tel. No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**3.8 Please confirm by signature of all partners/ trustees an address for service:**

(Please use separate sheet if necessary)

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_

**3.9 You must provide details of the following in respect of the proposed licence holder and proposed manager. If you answer yes to any question, provide details at the end of this section.**

**a)** Information concerning any unspent convictions that may be relevant to the proposed licence holder's fitness to hold a licence or proposed manager's fitness to manage the premises and in particular any offence involving fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003;

Yes / No

**b)** Details of any finding by a court or tribunal against the proposed licence holder or manager that he/ she has practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business;

Yes / No

**c)** Details of any contravention on the part of the proposed licence holder or manager of any provision of any enactment relating to housing, environmental health or landlord and tenant law; which led to civil or criminal proceedings in which judgement was made against him/ her;

Yes / No

**d)** Information about any property the proposed licence holder or manager owns or manages has owned or managed which has been subject to a control order under section 379 of the Housing Act 1985 (a) in the last 5 years;

Yes / No

**e)** Information about any property which the proposed licence holder or manager owns or manages or has owned or managed for which a licence under Parts 2 or 3 of the Act has been refused, or revoked as a result of the licence holder breaching the conditions of his licence;

Yes / No

**f)** Information about any condition of a licence granted under Parts 2 or 3 of the Act that the proposed licence holder has breached;

Yes / No

**g)** Information about any property that the proposed licence holder owns or has owned that has been the subject of any proceedings (whether court or otherwise) by a local authority, including details of any work that local authority has carried out as a result of default on the part of the proposed licence holder;

Yes / No

**h)** Information about any property the proposed licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order or a special interim management order under the Act;

Yes / No

If any of the items described in a) to h) above apply, please provide details below.

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(Please continue on a separate sheet if necessary)

**PART 4 – NOTIFICATION OF APPLICATION.**

**Important information about your obligations to let others know you have made this application**

**4.1** You must let certain persons know in writing that you have made this application or give them a copy of it.

**The persons who need to know about it are:-**

1. Any mortgagee of the property to be licensed (e.g. building society)
2. 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
3. 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 three years (including a periodic tenancy)
4. The proposed licence holder (if that is not you)
5. The proposed managing agent (if any) (if that is not you)
6. Any person who has agreed that he will be bound by any condition or conditions in a licence if it is granted.

**You must tell each of these persons:-**

1. Your name, address, telephone number and e-mail address or fax number (if any)
2. The name, address, telephone number and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you)
3. Whether this is an application for a house in multiple occupation under Part 2 or for a house licence under Part 3 of the Housing Act 2004
4. The address of the property to which the application relates
5. The name and address of South Ribble Borough Council's Environmental Health Section to which the application will be made
6. The date the application will be submitted

**I/we declare that I/we have served notice of this application on the following persons who are the only persons known to me/ us that are required to be informed that I/we have made this application:**

<b>Name</b>	<b>Address</b>	<b>Description of person's interest in the property/ application</b>	<b>Date notice served</b>

**PART 5 – DECLARATION**

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we now is false or misleading or I/we are reckless as to whether it is false or misleading. I understand and accept that if I withhold information or provide false or misleading information this may result in my application being rejected.

**To be completed by all applicants and, where different persons, proposed licence holder**

Print Full Name \_\_\_\_\_

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

Print Full Name \_\_\_\_\_

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

Print Full Name \_\_\_\_\_

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

Print Full Name \_\_\_\_\_

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

(Please write on separate sheet if necessary)

**DATA PROTECTION ACT 1998**  
**YOUR PERSONAL DATA**

South Ribble Borough Council will use your personal details and information we obtain from this and other sources to process your application for a licence under the Housing Act 2004.

We may check the information you have provided, or information about you provided by someone else, against information we already hold. In assessing your application for a licence, to ensure accuracy, prevent fraud and protect public funds, South Ribble Borough Council may seek information from other agencies, organisations, local authorities or government departments. We may also disclose details of your application to such agencies.

We may keep your information for a reasonable period for these purposes. We may need to share your information with our service providers and agents for these purposes.

We may also share your information with other bodies administering public funds and local authorities and private sector companies such as banks and organisations that may lend you money, if the law allows this.

By providing us with your personal information, you consent to our processing your sensitive personal data for the above purposes.

If you provide us with information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data including sensitive personal data and that you have informed them of our identity and the purposes (as set out above) for which their personal data will be processed.

You have a right to ask for a copy of the information we hold on you (for which we may make a small charge) and to correct any inaccuracies.

We may disclose personal data in order to comply with a legal or regulatory obligation.

The data provided in this application (with the exception of details of any convictions) will also be kept in a register, which will be open to public inspection.

Any queries regarding the processing of your personal data by South Ribble Borough Council should be directed to:

Information Management Officer, South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH.

A copy of the Data Protection Policy can be obtained by writing to the above address.