

## Mandatory Licensing of Houses in Multiple Occupation

### Application Form

Please complete this form and return it to: Housing Services, Allerdale Borough Council, Allerdale House, Workington, Cumbria, CA14 3YJ. Tel: 01900 702570.

**Note to Applicants:**

**It is a criminal offence under the Act to knowingly supply information which is false or misleading for the purpose of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned maybe required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence maybe cancelled or other action taken.**

### Part 1 – Premises Details

- 1.1 Postal address of property:
- 1.2 Is this a:  First time application  or a renewal
- 1.3 Age of property:  pre 1919  
 1919 – 1945  
 1946 – 1964  
 1965 – 1980  
 post 1980
- 1.4 Type of property:  House in multiple occupation  
 Flat in multiple occupation  
 A house converted into and comprising only of self contained flats  
 A purpose built block of flats  
 A house in a building used for both residential and business purposes  
 Other (please specify)
-

1.5 Details of storeys in property

	No. of storeys available for residential use	No. of storeys <b>not</b> available for residential use	Please give brief description of use of non-residential areas (e.g. storage, commercial use)
Basement			
Ground floor			
Upper floors			
Attic or loft area			
<b>Total</b>			

1.6 Details of internal fixtures in the property

- Total number of habitable rooms:
- Total number of bathrooms / shower rooms:
- Total number of toilets:
- Total number of wash basins:
- Total number of kitchens:
- Total number of sinks (excluding wash basins):
- Total number of households occupying the property:
- Total number of people occupying the property:

1.7 Dimensions of rooms (including bedrooms and lounges)

A **floor plan** of each level of the premises **must** accompany this application. The floor plan may be a drawing or sketch but should indicate all rooms, communal areas, stairways etc.

The floor plan must clearly indicate the location of:

1. Fire extinguishers
2. Fire blankets
3. Smoke / heat detectors
4. Fire call points
5. Sounder alarms
6. Fire doors
7. Fire alarm panel
8. Electrical power sockets
9. Facilities for storage and disposal of rubbish
10. Room numbers (as per chart below)

Floor level	Room Number	Description of room	Approximate dimensions

1.8 Existing means of escape from fire and related issues

Is there: a system of smoke and heat detectors incorporating:

- A fire alarm panel  Yes  No
- Smoke and heat detectors  Yes  No
- Sounder alarms  Yes  No
- Date system was installed
- Who installed it?

**Please enclose a copy of the completion certificate (if available)**

- An emergency lighting system  Yes  No
- Date system was installed
- Who installed it?

**Please enclose a copy of the completion certificate (if available)**

Is the main escape route:

- Protected by self-closing fire resisting doors?  Yes  No
- Clear of flammable material and other obstructions?  Yes  No

Do you have a contractor who maintains and inspects the fire alarm and emergency lighting systems?

Yes

No

If yes who does it?

**Please enclose a copy of any log book of inspections / tests (if available)**

1.9 Details of any other properties in the Borough of Allerdale that are already licensed under Parts 2 or 3 of the Act by the proposed licence holder:

1.10 Details of any other properties in other local authority areas that are licensed under Parts 2 or 3 of the Act by the proposed licence holder:

1.11 Tenancy agreements

Do you provide occupiers of the house with a written statement of the terms on which they occupy it?

Yes

No

**If yes, please enclose a copy**

1.12 Anti-social behaviour

Do you take steps to prevent or reduce anti-social behaviour by persons occupying or visiting the house?

Yes

No

If yes, please give details of what you do:

1.13 Gas installation and appliances

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

Yes

No

**If so, please enclose a copy of your current Landlord's Gas Safety Certificate**

1.14 Electrical installation

Do you undertake periodic electrical safety inspections?

Yes

No

If yes, who undertook the last inspection?

Did you acquire an electrical safety inspection certificate?

Yes

No

**If yes, please enclose a copy**

1.15 Furnishings

Do you provide any furniture at the property?

Yes

No

**If yes, please provide any supporting documents to show it is in a safe condition**

1.16 Building works

Has there been any building works carried out at the property?

Yes

No

**Please provide a copy of any Planning Consent, Building Regulations, approvals or certificates supplied on completion of the work and a plan of the premises**

## Part 2 – Applicant(s) / Manager(s) Details

### 2.1 Details of the applicant

Full Name:

Any previous name:

Address:

Date of Birth:

Place of birth:

Telephone:

Email:

### 2.2 Details of the proposed licence holder

Full Name:

Any previous name:

Address:

Date of Birth:

Place of birth:

Telephone:

Email:

### 2.3 Details of the person managing the house

Full Name:

Any previous name:

Address:

Date of Birth:

Place of birth:

Telephone:

Email:

2.4 Details of any other person who has agreed to be bound by a condition contained in the licence

Full Name:

Any previous name:

Address:

Date of Birth:

Place of birth:

Telephone:

Email:

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

Company

Partnership

Trust

Address:

Telephone:

Email:

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

Full Name:

Any previous name:

Address:

Telephone:

Email:

2.7 Name and address of company secretary

Full Name:

Any previous name:

Address:

Telephone:

Email:

2.9 The following details must be supplied in relation to any person that the applicant proposes will be involved in the management of the house

- a. information concerning any unspent convictions that may be relevant to the proposed licence holder's fitness to hold a licence 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;
- b. details of any finding by a court or tribunal against the proposed licence holder that he 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;
- c. details of any contravention on the part of the proposed licence holder of any provision of any enactment relating to housing or of landlord and tenant law; including any civil proceedings in which judgement was made against the proposed licence holder;
- d. information about any property the proposed licence owner owns or has owned which has been subject to a Control Order under section 379 of the Housing Act 1985(a) in the last 5 years;
- e. information about any property for which the proposed licence holder has been refused a licence under Parts 2 or 3 of the Act;
- f. information about any condition of a licence granted under Parts 2 or 3 of the Act that the proposed licence holder has breached;
- g. information about any act on the part of the proposed licence holder that was otherwise than in accordance with a Code of Practice approved under section 233 of the Act that concerns a property owned by him/her;
- h. information about any property that the proposed licence holder owns or has owned that has been the subject of any proceedings by a local authority, (whether court or otherwise), including details of any work that the local authority has carried out as a result of default on the part of the proposed licence holder;
- i. information about any property the proposed licence holder owns or has owned that has been the subject of an Interim or Final Management Order or a Special Interim Management Order under the Act.

The Council may require your co-operation in obtaining Criminal Records Bureau information. In addition it may approach other authorities such as the Police, Fire and Rescue Service, Cumbria County Council Trading Standards Department, Citizens Advice Bureau, Health and Safety Executive and any internal department or agent of Allerdale Borough Council.



If any of the items described in a) to i) above apply, please provide details below. **If none apply, please write NONE.**

### Part 3 – Important Information

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:

- a. any mortgagee of the property;
- b. any owner of the property to which the application relates (if that is not you ) i.e. the freeholder and any head lessees who are known to you;
- c. 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);
- d. the proposed licence holder (if that is not you);
- e. the proposed managing agent (if any) (if that is not you);
- f. 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:-

- a. your name, address, telephone number and e-mail address
- b. the name, address, telephone number and e-mail address of the proposed licence holder (if it will not be you)
- c. whether this is an application under Part 2 or Part 3 of the Housing Act 2004

- d. the address of the property to which it relates
- e. the name and address of the local housing authority to which the application will be made
- f. the date the application will be submitted

### Part 4 – Notification of Application

I / we declare that I / we have served a 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:

Name	Address	Description of the person's interest in the property or the application	Date of service

### Part 5 – List of Enclosures

- | Item   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Completion Certificate for the fire alarm system   | <input type="checkbox"/> | <input type="checkbox"/> |
| Completion Certificate for the emergency lighting  | <input type="checkbox"/> | <input type="checkbox"/> |
| Log book of inspections/tests  | <input type="checkbox"/> | <input type="checkbox"/> |
| Plan of the premises   | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning Consent, Building Regulations approvals Certificate                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Written statement of terms and conditions  | <input type="checkbox"/> | <input type="checkbox"/> |
| Current Landlords Gas Safety Certificate   | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Inspection Certificate  | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirmation all landlord's electrical appliances meet required safety standards (PAT Testing) | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirmation that landlords furnishings are in safe condition                                  | <input type="checkbox"/> | <input type="checkbox"/> |

## Part 6 – 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 of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I / we know is false or misleading or I/we are reckless as to whether it is false or misleading.

To be signed by **all** applicants

Signed:

Dated:

Print name:

Signed:

Dated:

Print name:

Signed:

Dated:

Print name:

Signed:

Dated:

Print name:

## Part 7 – Data Protection - Your Personal Data

Allerdale Borough Council takes your privacy seriously and your data will be used to provide you with the services you request. It will be processed in accordance with the General Data Protection Regulations (GDPR) and prevailing UK data protection legislation. We may share your data with partner organisations where necessary to provide you with the services requested, or where we are legally required to do so. Failure to provide the necessary information may mean we are unable to provide you with the service you require. We will not use your data for marketing purposes unless we have gained your consent to do so. You have a number of rights in relation to your data. If you want to exercise any of these rights then you can do so by contacting the Information Governance and Data Protection Officer, Allerdale House, Workington, Cumbria, CA14 3YJ (tel: 0303 123 1702 /email: [foi@allerdale.gov.uk](mailto:foi@allerdale.gov.uk)) or by using the Individuals' Rights form on our website. For further information please see the Privacy Notice and individuals' Rights section at [www.allerdale.uk](http://www.allerdale.uk). If you are dissatisfied with the way we have processed your data you may contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)