

The Housing Act 2004

Application for a House in Multiple Occupation Licence

Please complete this form and return it to:- Private Sector Housing, 7th Floor, Civic Centre, CARLISLE. CA3 8QG. Tel:- (01228) 817320



Note to Applicants: Please note that it is a criminal offence 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 - Premise Details

1.1 Postal Address of Property:
.....**Post Code:**.....

1.2 Age of the Property:

1.3 Details of storeys in the property (Commercial and Domestic):.....
.....

1.4 Details of internal fixtures in the property:

Total number of habitable rooms (e.g. bedroom, living room).....

Total number of bathrooms/shower rooms.....

Total number of W.C's.....

Total number of wash hand basins.....

Total number of kitchens.....

Total number of sinks (Not WHB's).....

Total number of households occupying the property.....

Total number of people occupying the property.....

Other.....

1.5 Dimensions of rooms must be provided (including bedrooms, lounge areas).

If you submitted detailed floor plans with your initial licence application and the property layout remains unchanged then a floor plan will not be required for this application. Otherwise a floor plan of each level of the premise must accompany this application. The floor plan can be a scaled drawing or sketch, but should show all rooms, communal areas, stairways etc. **The position of the following must be indicated:**

- Fire Extinguishers
- Fire Blankets
- Smoke/Heat Detectors
- Fire Call Points
- Sounder Alarms
- Fire Doors
- Fire Alarm Panel
- Electrical Power Sockets
- Facilities for storage and disposal of rubbish
- Room Numbers

1.6 Existing Means of Escape from Fire and Related Issues.

Is there a system of smoke and heat detectors incorporating:

| | |
|--|-----|
| A fire alarm panel | Y/N |
| Smoke and heat detectors | Y/N |
| Alarm sounders | Y/N |
| What was the date the system was installed..... | |
| Who installed the system..... | |
| Have you enclosed a copy of the test certificate | Y/N |

Is there an emergency lighting system installed in the common areas/staircase/landings: Y/N

| | |
|--|-----|
| What is the date of installation..... | |
| Who installed the system..... | |
| Have you enclosed a copy of the test certificate | Y/N |

Is the main escape route:

| | |
|--|-----|
| Protected by self closing resisting doors | Y/N |
| Clear of flammable materials and other obstructions | Y/N |
| Do you have a contractor who maintains and inspects the fire alarm and emergency lighting system | Y/N |
| If 'yes' who carries out this work..... | |
| Is there a log book of inspection tests | Y/N |

1.7 Gas Installation and Appliances:

Do you provide gas appliances to any part of the property Y/N

If 'yes', please attach a copy of the current landlords gas safety certificate for all the gas appliances you have provided.

1.8 Electrical Installation:

Do you have an Electrical Condition Report (every 5 years as required by the Act) Y/N

If 'yes' who carried out the last inspection.....

1.9 Furnishings:

Do you provide any furniture in the property Y/N

If so, please provide supporting documentation to show it is in a safe condition.

1.10 Building Works:

Has there been any building works carried out at the property Y/N

Please provide a copy of any planning consent, building regulations, approvals or certificates supplied on completion of the works.

1.11 Tenancy Agreements:

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

If 'yes' please provide 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 Y/N

If 'yes', please give details of the measures you take.

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1.13 Details of any other properties in the City of Carlisle that are already licenced under Parts 2 and 3 of the Act by the proposed licence holder:

Property address(es):.....

.....

1.14 Details of any other properties in other local council areas that are licensed under Part 2 and 3 of the Act by the proposed licence holder:

Property address(es).....
.....
.....

Part 2 - Landlord Information

2.1 Details of the applicant (s) and manager (s):

Owners Name.....Title: Mr/Mrs/Miss.....
Address.....
.....
Date of Birth.....Place of Birth.....
Tel.....e-mail.....
Address for correspondence (if different from above).....
.....
.....

2.2 Details of proposed License Holder; (if different from above):

Full NameTitle: Mr/Mrs/Miss.....
Address.....
.....
Date of BirthPlace of Birth
Tel.....e-mail.....

2.3 Details of person managing the house;

Full NameTitle: Mr/Mrs/Miss.....
Address.....
.....
Date of Birth.....Place of Birth
Tel.....e-mail.....

2.4 Rent:

In the space below state the name, business address and home address of the person who collects the rent and the nature of their interest in the premises.

Name

Address.....

.....

Tel.....Interest in the property.....

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

Full NameTitle: Mr/Mrs/Miss.....

Address.....

.....

Date of BirthPlace of Birth

Tel.....e-mail.....

2.6 If the applicant is 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.

.....

.....

Tel.....e-mail.....

2.7 Names and address of all Directors/Partners/Trustees (please use separate sheet if necessary):

.....

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Telephone Number.....e-mail

2.8 Name and Address of Company Secretary

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Tel.....e-mail.....

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 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 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;
- f) information about any property for which the proposed licence holder has been refused a licence under parts 2 and 3 of the Act;
- 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 Disclosure and Barring Service check 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 Carlisle City Council.

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

.....

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.....

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Part 3 - Important information

Your obligations to let others know you have made this application:

You must let certain persons know in writing that you have made this application or give them a copy of it. You can do this by completing the attached form on page 10.

The persons who need to know about it are:

any mortgagee of the property

any owner of the property to which the application relates (if that is not you) i.e. the free holder and any head leasees who are known to you

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)

the proposed licence holder (if that is not you)

the proposed managing agent (if any) (if that is not you)

any person who has agreed that he will be bound by any condition or conditions in a licence if it is granted.

You must tell each of these persons:

your name, address, telephone number and e-mail address

the name, address, telephone number and e-mail address of the proposed licence holder (if it will not be you)

whether this is an application under Part 2 or Part 3 of the Housing Act 2004

the address of the property to which it relates

the name and address of the local housing authority to which the application will be made 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 Served |
|------|---------|---|-------------|
| | | | |
| | | | |
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| | | | |
| | | | |

Part 5 - List of Enclosures

Enclosures:

| | |
|---|-------|
| Completion/test certificate for the fire alarm system | Y / N |
| Completion/test certificate for the emergency lighting | Y / N |
| Log book of inspections/tests | Y / N |
| Plan of the premises (see note in page 2). | Y / N |
| Planning Consent, Building Regulations Certificate | Y / N |
| Written statement of terms and conditions | Y / N |
| Landlords Gas Safety Certificate | Y / N |
| Electrical Inspection Condition Report | Y / N |
| Confirmation all landlord's electrical appliances meet required safety standards (PAT test) | Y / N |
| Confirmation that landlords furnishings are in safe condition | Y / N |

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. I agree to the Council making any checks deemed necessary with other departments of the Council and 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 and agent of Carlisle City Council

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Signed (all applicants).....Print Name.....

Dated.....

Part 7- Data Protection Act 1998

Your personal data:

Carlisle City Council respects your personal information and undertakes to comply with the Data Protection Act 2004. Your data may be disclosed to the Police, Fire Service and other Council departments and partner agencies involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register which is open, to public inspection. Carlisle City Council is the registered Data Controller.

Any queries regarding the processing of your personal data by Carlisle City Council should be directed to the Private Sector Housing Team.