



Rushcliffe
Application to license a house in multiple
occupation
Housing Act 2004

For help contact
licensing@rushcliffe.gov.uk
Telephone: 0115 9819911

* required information

Section 1 of 20

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

35EPPERSTONE

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name

EMMA

Family name

MCLEAN

E-mail address

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader

☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes

☐ No

Registration number

[REDACTED]

Business name

[REDACTED]

If your business is registered, use its registered name.

VAT number

-

None

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

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Your position in the business

Owner

Home country

United Kingdom

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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APPLICATION DETAILS

Additional HMO and Selective licences are only required in some local authority areas – check any local guidance notes for clarification.

Type of licence:

☒ Mandatory HMO

☐ Additional HMO

☐ Selective licence

Type of application:

☐ New

☒ Renewal

☐ Variation

Existing licence number

0035

Expiry date

JUNE 2022

HMO Or House To Be Licensed

Property number or name (if applicable)

E.g. flat or house number.

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Property Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

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PROPOSED LICENCE HOLDER

The licence holder will be legally responsible for the operation of the HMO or house to be licensed and must have the power to:

- a) Let to and evict tenants
- b) Access all parts of the premises to the same extent as the owner
- c) Authorise any expenditure necessary to ensure the health and safety of the tenants and others

The proposed licence holder should normally be the "person having control" of the property (the person legally entitled to receive the rental income from the property), usually the owner of the property. However, there may be a good reason why this should not be the case (e.g. if the owner is ill or lives abroad). The "person having control" may be the leaseholder rather than freeholder. The local authority has a duty to award the licence to the most appropriate person.

Are you the proposed licence holder?

☒ Yes

☐ No

Provide the following additional details about yourself – note that the address given in Section 1 will appear on the public register.

Your interest in the property e.g. owner (freeholder), leaseholder.

Former name(s) If currently or previously known by any other name(s), you must record them here.

Home Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes

☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Further Details

Date of birth

	/		/	
dd		mm		yyyy

National Insurance number

Place of birth

You may be required to submit proof of address with this application.

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PROPOSED LICENCE HOLDER - BUSINESSES AND ORGANISATIONS

Legal status of the proposed licence holder:

- ☒ Individual or sole trader
- ☐ Company
- ☐ Partnership
- ☐ Charity or trust
- ☐ Other

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OWNERSHIP AND CONTROL OF THE PROPERTY (HMO OR HOUSE) TO BE LICENSED

Is the proposed licence holder the owner of the property?

- ☒ Yes ☐ No

Does anybody else have a legal interest in the property (e.g. as freeholder, leaseholder, mortgage provider)?

- ☐ Yes ☒ No

Has anybody else agreed to be bound by the conditions of the licence, if it is granted?

- ☐ Yes ☒ No

Details of the manager are requested in Section 6.

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PROPOSED MANAGER OF THE PROPERTY (HMO OR HOUSE)

Will the proposed licence holder be the manager of the property (HMO or house)?

- ☒ Yes ☐ No

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DETAILS OF THE PROPERTY (HMO OR HOUSE) TO BE LICENSED

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

- ☐ Yes ☒ No

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OCCUPATION OF THE PROPERTY (HMO OR HOUSE) TO BE LICENSED

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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ACCOMMODATION DETAILS

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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HEATING AND ENERGY EFFICIENCY

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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GAS AND ELECTRICITY

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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FIRE PRECAUTIONS

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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LAYOUT PLANS

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes

☒ No

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MANAGEMENT OF THE PROPERTY (HMO OR HOUSE) TO BE LICENSED

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

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Have there been any changes to the information originally given?

☐ Yes

☒ No

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FIT AND PROPER PERSON TEST

Has the proposed licence holder, the manager and/or any person associated with either of them:

Committed any offence involving fraud or other dishonesty (including benefit fraud), violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (subject to the Rehabilitation of Offenders Act 1974)?

☒ Yes

☐ No

Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, any business?

☒ Yes

☐ No

Contravened any legislation relating to housing, public health, environmental health or landlord and tenant law?

☒ Yes

☐ No

Been refused a licence under Part 2 or 3 of the Housing Act 2004?

☒ Yes

☐ No

Had a licence revoked for breach of any conditions under Parts 2 or 3 of the Housing Act 2004?

☒ Yes

☐ No

Contravened any Code of Practice relating to the management of HMOs?

☒ Yes

☐ No

Been subject to a Control Order under the Housing Act 1985 (in the past 5 years)?

☒ Yes

☐ No

Been subject to a Management Order under the Housing Act 2004?

☒ Yes

☐ No

Failed to comply with a Housing Notice (requiring works etc.) served by a local authority?

☒ Yes

☐ No

Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004?

☒ Yes

☐ No

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ACCREDITATION AND QUALIFICATIONS

Continued from previous page...

Is the proposed licence holder and/or the manager a member of a landlord or property accreditation scheme?

☒ Yes

☐ No

Provide Details

Name of person involved

Organisation/scheme

Membership number

Add another organisation/scheme

Is the proposed licence holder and/or the manager a member of a landlords' association?

☒ Yes

☐ No

Provide Details

Name of person involved

Organisation/scheme

Membership number

Add another organisation/scheme

Is the proposed licence holder and/or the manager a member of a professional body relevant to the ownership and management of residential property?

☒ Yes

☐ No

Provide Details

Name of person involved

Organisation/scheme

Membership number

Remove this organisation/scheme

Add another organisation/scheme

Have the proposed licence holder and/or the manager any relevant qualifications or undertaken any training courses relevant to the ownership and management of residential property?

☒ Yes

☐ No

Continued from previous page...

Provide Details

Name of person involved

Provider/awarding body

Course/qualification

Date of course/awarded

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OTHER PROPERTIES LICENSED UNDER THE HOUSING ACT

There is no requirement to provide this information for an application renewal unless the information you have provided with previous applications is no longer correct.

Have there been any changes to the information originally given?

☐ Yes ☒ No

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NOTIFYING PEOPLE ABOUT THE LICENCE APPLICATION

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

The people who need to know about it are:

- 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
- Any mortgage provider for the property to be licensed
- 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 conditions in a licence if it is granted

Does anybody (other than you) own the property (e.g. as freeholder, head lessor, joint owner)?

☐ Yes ☒ No

Is there a mortgage on the property?

☒ Yes ☐ No

Provide Details Of Notifying These People About The Licence Application

Name of person notified

Address

Interest in the property or application

Date notified / /

dd mm yyyy

e.g. freeholder, leaseholder, mortgage provider, tenant, proposed licence holder or manager.

Continued from previous page...

Add another person/organisation

Does the property have any tenant or leaseholder with more than three years remaining on the tenancy or lease?

☐ Yes ☒ No

Is the proposed licence holder somebody other than you?

☐ Yes ☒ No

Is the proposed manager somebody other than you?

☐ Yes ☒ No

Has anybody else agreed to be bound by the conditions of the licence, if it is granted?

☐ Yes ☒ No

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)
- Whether this is an application for an HMO licence under Part 2 or for a house licence under Part 3 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

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MATERIAL CHANGES

Are there any other changes that you have not told us about?

☐ Yes ☒ No

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

The fees for the application are dependant on the number of bedrooms. 5 bed £710 6 - 10 bed £812 11 - 15 bed £681865 15 + bed £917

Fee amount (£)

812.00

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 am/are reckless as to whether it is false or misleading.

I/We declare that I/We have served a notice of this application on the persons detailed in Table 1 of this application who are the only persons known to me/us that are required to be informed that I/we have made this application.

Data Protection Privacy Notice The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to: process your application, query or to provide a service that you are requesting or undertake a statutory function (also known as a 'public task') The basis for processing this information is to enable the council to undertake a public task or to provide the service that you are requesting. Your personal information will be included in a public register in accordance with our statutory responsibility. Your personal data will be kept in accordance with the Council's retention policy and schedule.

Continued from previous page...

Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/ I/we have read the notice and abide by the conditions as related to my/our private information.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name

Capacity

Date / /
dd mm yyyy

Full name

Capacity

Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/house-in-multiple-occupation-licence/rushcliffe/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed ☐