

Application for a Property Licence (Housing Act 2004)



1. Application Details

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- Please save this form on your PC regularly while completing your application.
- Help text can be displayed by clicking the "Show Help" Button top right, below the BCC logo.
- You can only view one section of the form at a time.
- Please ignore the page numbers shown in the Adobe Reader toolbar, at the top of the screen.
- The dark grey box at the bottom of each page can be used to navigate through each section of the form or use the Next/Back buttons.
- If you need to email this form. Save and close. Then open an email and attach the file you saved.

1.1 Type of application New licence Renewal of licence Unlicensed property or enforcement taken

NB Planning permission may be required before using the property as a House in Multiple Occupation (HMO)

Property To Be Licensed

1.3 UPRN (Unique Property Reference Number)

1.4 Full address including postcode

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2. Applicant Details

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The applicant is the person completing and signing this form. The applicant can make an application for another person as long as they have written permission to do so.

From 5 October 2015, all documentation relating to the licensing of properties (Discretionary and Mandatory) will be served by e-mail unless you have refused to accept service in this way.

2.1 Legal status of person or business Individual or sole trader
 Company (Ltd or PLC)
 Partnership (LLP)
 Business partnership/Joint Owners
 Charity
 Trust
 Other:

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3. Proposed Licence Holder

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The licence holder will be legally responsible for the operation of the property to be licensed.

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. Where the landlord is a company, a limited liability partnership, or a board of trustees, the licence should be granted to it. The local authority has a duty to award the licence to the most appropriate person.

3.1 Are you the owner of the property? Yes No

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4. Proposed Manager

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4.1 Will the proposed licence holder(s) be the manager(s) of the property? Yes No

Does the proposed manager:

4.13 Arrange tenancies? Yes No

4.14 Take the inventory? Yes No

4.15 Set up tenancy deposits? Yes No

4.16 Receive the rent? Yes No

4.17 Visit the property regularly to check occupation in accordance with licence conditions and assess the need for maintenance (at least quarterly)? Yes No

4.18 Manage repairs or complaints about the property from tenants or neighbours? Yes No

4.19 Take emergency calls about repairs or issues relating to the property or its occupants? Yes No

4.20 Have the authority to get any repairs carried out? Yes No

4.21 Up to what value?

4.22 Have a written management arrangement with the owner(s)? Yes No N/A

4.23 Makes or carries out the decision to terminate a tenancy? Yes No

4.24 Carry out the final inspection and or co-ordinates the return of the tenancy deposit? Yes No

5. Notifying People with a Legal Interest

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5.1 Does anybody else have a legal interest in the property (e.g. as freeholder, leaseholder, mortgage provider)? Yes No

6. Details of the property

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6.2 Type of property

House in multiple occupation

Flat in multiple occupation

House in single occupation

Flat in single occupation

Purpose built block of flats

House converted into and comprising only of self-contained flats

Other:

Multiple occupation - occupants are not all part of the same family.

6.3 How many storeys does the property have (0-99)?

State how many storeys are used in connection and integral with the property (includes basements, mezzanines and unused attic rooms)

6.4 Which levels are these storeys located on?

Give the levels the property is on e.g. basement, ground floor.

6.5 Are any parts of the building used for non-residential purposes? Yes No

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7. Occupation of the property

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Give the number of households and occupants in the property:

Current occupation (at time of the application) Maximum expected occupation

7.1 Households (0-99)

A household consists of family members/ cohabiting couple. A group of 4 friends is 4 separate households

7.2 Occupants (0-99)

Account for all occupants (where applicable include any children, the landlord and family)

7.3 Number of separate letting units in the property (0-99)

Rooms or units let on separate tenancy contracts or to separate households

Catering arrangements:

7.4 Is board provided?

Yes No

8. Accommodation Details

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Provide the number of following. Please enter 0 if there is none.

8.1 Habitable rooms (0-99)

All rooms excluding: Bath/shower rooms, WC rooms and kitchen only rooms.

8.2 Kitchens (0-99)

Include kitchen-dining rooms and kitchens in bedsits

8.3 Sinks (0-99)

Exclude wash hand basins

8.4 Shower/bathrooms (0-99)

8.5 Toilets in shower/bathrooms with wash hand basin (0-99)

8.6 Separate toilets with wash hand basins (0-99)

Exclude external toilets

9. Gas and Furniture

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9.1 Does the property have a gas supply?

Yes No

9.4 Does all furniture provided by or on behalf of the landlord or agent meet all safety requirements?

Yes No Unfurnished

The licence will be refused if the answer is 'No'

10. Fire Precautions

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10.1 Do the fire precautions meet the licensing standard?

Yes No

10.2 Are smoke and/or heat alarms (or detectors) provided in the property?

Yes No

10.5 Is emergency lighting provided in the property?

Yes No

10.6 Is there a clear fire escape route(s) from the property?

Yes No

10.7 Has fire safety information or training been provided to the occupiers of the property?

Yes No

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11. Any Other Person Involved In The Management

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- 11.1 Is any person other than the proposed licence holder or manager involved in the management of the property? Yes No

The list below gives examples of undertakings or people who are likely to be involved in the management of the property:

- Sets tenancy agreements
- Authorises money to be spent on works in relation to the property
- Resident manager/staff member
- Collects rent /deals with rent arrears
- Sets up accounts for payment of Local Housing Allowance eg credit union accounts
- Agreeing repairs
- Agreeing return of deposits
- The office manager of a letting or management agents business

- 11.2 Names of "any other person involved in management" of the property. **If there are none, type "none"**. (If you are the agent, enter the names of these people. If you are not the agent you can provide the names of such people working for your agent within 7 days.)

The applicant is required to ensure a fit and proper person declaration for each person named above has been obtained. Bristol City Council only need to be provided with a copy of forms where there was something to declare. If so a copy must be forwarded to the authority within 7 days of submitting this application. Declaration forms with nothing to declare do not need to be provided to the Council unless specifically requested.

The licence holder and or manager will be required to keep records of these declarations for the duration of the licence (up to five years). It will be a condition of the licence that these declaration forms are provided on request. If you are making multiple applications and there a number of people who are involved in the management of the property you can cut and paste up to date lists of those people into this box.

Some web browsers open new windows in the same window or tab. You may lose the form. Please save before clicking on hyperlink.

The form "Declaration in respect of a fit and proper person" can be found at:

www.bristol.gov.uk/hmo

- 11.3 Are you providing accommodation with support and or food for any vulnerable tenants of any of the followings group? Yes No

e.g: Any person:

- with a drug and alcohol dependency
- on probation or released on licence from prison or otherwise an ex offender
- with mental health issues
- Statutory Homeless
- Children under 18 (where they don't live with a parent or guardian)
- Asylum Seekers or if refused Asylum
- At risk of or fleeing violence or harassment
- A disabled person
- An older person

If yes to any of these any person "involved in the management" can be asked to provide a current DBS (Disclosure Barring Service) formerly CRB enhanced check (up to 3 years old) or an equivalent Disclosure Scotland check.

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12. Other Properties

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- 12.1 Is the proposed licence holder a licence holder for other properties which require a licence under the Housing Act 2004? Yes No

13. Additional Details

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- 13.1 Please provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area <https://www.bristol.gov.uk/licences-permits/property-licences-for-landlords>)

14. Declarations

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Applicant/Proposed Licence Holder(s):

- 14.1 In connection to the application in respect of

Please select one of the following:

- I am the proposed licence holder
- I am the proposed manager
- I am the proposed licence holder and manager
- I am the applicant only and propose someone else to be the licence holder and / or manager

I confirm that the proposed licence holder and/or proposed manager:

- i. do not have any unspent convictions particularly in respect of any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3, of Sexual Offences Act 2003 (offences attracting notification requirements);
- ii. have not been found guilty by any court or tribunal of practising 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;
- iii. have not had any judgements (whether civil or criminal) against me under housing, environmental health, public health or landlord and tenant law;
- iv. have not acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

And to the best of my knowledge (i) to (iv) above do not apply to anyone the proposed licence holder and/or manager is associated with whether on a personal, work or other basis (includes husband, wife, colleague, business partner and employees).

Please give details if the proposed licence holder/ manager/ person(s) have:

- i. Been in control of any property subject to a Control Order under S379 of the Housing Act 1985 or Demolition Order in the last 5 years
- ii. Been in control of a property that has been subject to the service of an Improvement Notice, a Prohibition Order, a Hazard Awareness Notice, or Emergency Remedial Action under the Housing Act 2004;
- iii. Been refused a licence or had a licence revoked for any property in relation to a property under the Housing Act 2004 (includes additional and selective licensing schemes);
- iv. Been found to have breached a condition of a licence for any property under the Housing Act 2004 (includes additional and selective licensing schemes);
- v. Been in control of any property, which has subsequently been the subject of an Interim or Final Management Order or Special Interim Management Order under the Housing Act 2004.

Please provide details here of anything you wish to declare:

Required Declarations:

Please note that if you do not consent to all the below conditions the application could be refused and a new application with fee may be required.

- I declare that I have written to or emailed all the people who have a legal interest in the property, listed in 'Section 5 - Notifying People With Legal Interest' and that these are the only people known to me/us that are required to be informed that I have made this application.

- I declare that to the best of my knowledge the proposed manager has obtained Fit and Proper person declarations for all other people involved in the management of the property named in section 11 above and that any positive declarations will be provided in the next 7 days.

- I confirm that the managers and licence holders agree in principle to be bound to the restrictions and obligations in the licence.

- I understand that any manager(s) and licence holder(s) will:
 - * have legal responsibilities and could be liable to prosecution if there were contraventions of the licence conditions;
 - * have an opportunity to make representations on the conditions when the proposed licence is issued;
 - * manage the property in accordance with the West of England Management code and that for Mandatory and Additional licences a points system for non-compliance with licensing requirements applies.

- I accept that in connection with the checking of the accuracy of this declaration that the local authority will share this information with other statutory bodies, particularly other local authorities and the Police.

- I confirm that if I am not the licence holder I have written authority to sign this form on behalf of the proposed licence holder and manager in relation to this application

- I declare that the information contained in this application is correct to the best of my knowledge. I understand that I commit an offence if I 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 know is false or misleading or am/are reckless as to whether it is false or misleading.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made or information supplied in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you have not disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.

Applicant:

Your name

Signature or Type your name to sign

Date (dd/mm/yyyy or click to select date)

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Equalities Monitoring Form

Bristol City Council is committed to making equal opportunities a reality in the provision of all of our services. We need to know who our customers are to check that everyone in the city is accessing the services they are entitled to and that no-one is discriminated against unlawfully. Information provided will be treated confidentially and in accordance with the Data Protection Act 1998 and only used to ensure that everyone is treated fairly.

Every year, each service gathers information about its customers to check whether the service is reaching all communities and takes action if necessary. Data on uptake of council services by equalities communities is published on our website at www.bristol.gov.uk/equality.

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. However, by answering the questions you will help us to ensure that our services are fair and accessible to all.

1 How would you describe your ethnic origin? (Please tick)**White**

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy (including English, Scottish and Roma Gypsy) or Irish Traveller
- Eastern European
- Any other White background

Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African (non Somali)
- White and Asian
- Any other Mixed/multiple ethnic background

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black / African / Caribbean / Black British

- African (non Somali)
- Somali
- Caribbean
- Any other Black / African / Caribbean background

Other ethnic groups

- Arab
- Iranian
- Iraqi
- Kurdish
- Turkish
- Any other ethnic group
- Prefer not to say

- 2 What is your gender? Female Male Prefer not to say
- 3 Are you transgender?
(Is your gender identity different to the gender you were assigned at birth) Yes No Prefer not to say
- 4 What is your age group? 15 or under
 16 to 24
 25 to 49
 50 to 64
 65 to 74
 75 or over
 Prefer not to say
- 5 Do you consider yourself to be a disabled person? Yes No Prefer not to say
- 5b It helps us to know whether we are reaching all disabled people, please can you tick the relevant impairment (disability) group below and you are welcome to tick more than one box if appropriate.
- Physical impairment
 Visual impairment
 Hearing impairment
 Deaf BSL user
 Learning difficulties
 Specific learning difficulties like dyslexia
 Mental and emotional distress
 A health condition e.g. hiv, multiple sclerosis, cancer
 Prefer not to say
- 6 Please say how you would usually describe your sexual orientation Lesbian
 Gay
 Bisexual
 Heterosexual(straight)
 Prefer not to say
- 7 What is your religion? (Each category includes all denominations and sects) No religion
 Christian
 Buddhist
 Hindu
 Jewish
 Muslim
 Sikh
 Prefer not to say
 Any other religion or belief
- 8 I do not wish to provide any of the equalities information requested on this section of the form

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16. Payment and Submission

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16.1	Return to introduction and complete all questions	£0.00
	Fee for Additional Households over 5 (No -5 * £50)	£0.00
	Total fee to be paid	£0.00

Please check that all fields have been completed correctly; this may affect the amount you need to pay.

Press button to Check and Validate

[Check and Validate Form](#)

Boxes which need to be completed will be highlighted in colour. Please enter missing information and click next to check the next section is ok until you arrive back at this page. If you press the Check and Validate button and it changes colour and doesn't take you to a different section then please proceed to pay.

Payment

To make an electronic card payment, you will need to make a note of:

- the total fee to be paid from the the table above
- the full UPRN displayed in the box below.

UPRN

Payment Method

Card

Cheque

Submission

Save form then press the submit button. When you press the submit button you may get some Adobe security messages pop up. Please agree or allow these changes otherwise your form will not submit. See help text for more details. You must make a payment for your application to be valid. When your form has been received you will be sent a confirmation email. Please contact us if not.

[Save Form](#)[Submit](#)