

The Housing Act 2004



Application for a House in Multiple Occupation License

Please complete this form and return it to :- Planning and Housing Services, Development Services, 7th Floor, Civic Centre, CARLISLE. CA3 8QG. Tel:- (01228) 817342

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 license. 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 license 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

Total Number of Wash Hand Basins

Total Number of Kitchens

Total Number of Sinks (Not WHB)

Total Number of household occupying the property

Total Number of people occupying the property

1.5 Dimensions of Rooms (including Bedrooms, Lounge areas)

Note

If the Councils Environmental Health Department has undertaken a full inspection of the Property, within the last 6 months and nothing has changed since then a floor plan will be required. Otherwise floorplan of each level of the premise must accompany this application. The floorplan maybe a drawing or sketch but should indicate all rooms, communal areas, stairways etc.

Please 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

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

sounders? Y/N

What was the date the system was installed?

Who Installed the System?

copy of the completion certificate enclosed 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 it?

copy of the completion certificate installed 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?

1.6 Gas Installation and Appliances

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

If so, please attach a copy of the current landlords gas safety certificate for all landlords gas appliances.

1.7 Electrical Installation

Do you undertake periodic Electrical Safety Inspections? Y/N
(Once every 5 years as recommended)

If so who undertook the last inspection?

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1.8 Furnishings

Do you provide any furniture in the property? Y/N

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

1.9 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 in the premise.

1.10 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

1.11 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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1.12 Details of any other properties in the City of Carlisle that are already licensed under Parts 2 and 3 of the Act by the proposed license holder;

Property Address (es):

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1.13 Details of any other properties in other local councils areas what are licensed under Part 2 and 3 of the Act by the proposed license holder;

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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

Telephone Number..... E-mail Address.....

Address for correspondence (if different from above).....
.....
.....

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

Full Name Title: Mr/Mrs/Miss.....

Address.....
.....

Date of Birth Place of Birth

Telephone Number..... E-mail Address.....

2.3 Details of person managing the house;

Full Name Title: Mr/Mrs/Miss.....

Address.....
.....

Date of Birth Place of Birth

Telephone Number..... E-mail Address.....

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.....

.....

Address

..... Contact telephone number.....

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

Full Name Title: Mr/Mrs/Miss.....

Address.....

.....

Date of Birth Place of Birth

Telephone Number..... E-mail Address.....

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.

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Telephone Number..... E-mail Address.....

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

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Telephone Number..... E-mail Address.....

2.8 Name and Address of Company Secretary

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Telephone Number..... E-mail Address.....

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 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 license holder has been refused a license 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 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 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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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 freeholder and any head lessees 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 of Service

PART 5 LIST OF ENCLOSURES

Item	Enclosed
Completion Certificate for the fire alarm system	Y / N
Completion 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 approvals Certificate	Y / N
Written statement of terms and conditions	Y / N
Current Landlords Gas Safety Certificate	Y / N
Electrical Inspection Certificate	Y / N
Confirmation all landlord's electrical appliances meet required safety standards	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.

Signed (all applicants)

Print Name

Dated:

Signed (all applicants)

Print Name

Dated:9

Signed (all applicants)

Print Name

Dated:

Signed (all applicants)

Print Name

Dated:

Signed (all applicants)

Print Name

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 Housing Team.