

# The Housing Act 2004



## Application for a House in Multiple Occupation Licence

Please complete this form and return it to :- Private Sector Housing, 5th Floor, Civic Centre, CARLISLE CA3 8QG. Tel:- (01228) 817316

### Note to Applicants:

Please note that it is a criminal offence under the Act 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 may be 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 may be 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 no of storeys in the property ( Commercial and Domestic)

Include attics, cellars and basements.....

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 Wash Hand Basins) .....

Total Number of households occupying the property .....

Total Number of people occupying the property .....

1.5 Dimensions of Rooms (including Bedrooms, Lounge areas)

(record the floor area when ceiling height exceeded

1.5m).....

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**Note**

If the Councils Private Sector Housing Team has undertaken a full inspection of the Property within the last 6 months and nothing has changed since then, a floor plan will not be required. Otherwise a floor plan of each level of the property must accompany this application. The floor plan may be 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: 1)** 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: 2)** 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 fire 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**

Have 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 premises.

**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 Y/N  
by persons occupying or visiting the house?

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;**

Please put on a separate sheet if necessary.

Property Address(es):

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## **PART 2 – LANDLORD INFORMATION**

### **2.1 Details of the property owner**

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).....  
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### **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 .....

Business Address.....

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Home Address

.....

..... Contact Tel No.....

**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.....

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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 property:-**

- 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/she 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. 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    |
| Payment (cheque)   | 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 or agent of Carlisle City Council

Signed (all applicants)

Print Name

Dated:



## **PART 6 – DECLARATION (continued)**

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 2018** **YOUR PERSONAL DATA**

**DATA PROTECTION PRIVACY NOTICE:** Regulatory Services of Carlisle City Council are committed to ensuring that your information is used appropriately. We will use your information for the purpose of providing you with a service. The data (with the exception of details of any convictions) will also be kept in a register which is open, to public inspection.

The full **Privacy Notice** which explains how your information is handled can be viewed at: <https://www.carlisle.gov.uk/Privacy-Statement> . We will take appropriate steps to ensure your information is secure, and we will only make it available to those who have a right to see it. Subject to the details contained within the **Privacy Notice** you have the right to withdraw consent at any time and you also have the right to access the information we hold about you. You can request this, seek further information or guidance, or make a complaint by **writing to the Data Protection Officer** : Civic Centre, Carlisle, Cumbria, CA3 8QG or **Emailing:** [dataprotection@carlisle.gov.uk](mailto:dataprotection@carlisle.gov.uk)