



Please enter the address of the property here:

Post code:

HMO Licensing - Renewal Application

This is an application to Reading Borough Council for the **renewal** of an HMO licence granted under **Part 2, section 63** of the Housing Act 2004.

A guide to accompany this application is available, entitled “A Guide to HMO Licensing in Reading”. You should read this guide in conjunction with this application. Further forms can be obtained directly from us or ordered from our website at: www.reading.gov.uk/hmo

You need to fill in a separate application form for each property that requires a new licence. If you are submitting multiple applications at the same time you will only need to complete Part 1 once if all of those details are the same for each application. If there are any differences please complete Part 1 on every application.

Form Contents

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- Part 2 Notification to relevant Persons
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Please answer all questions unless directed. All relevant certificates of installation, inspection or maintenance must be enclosed and the declaration at the end of the application must be signed and dated.

Please complete the form in black ink and **BLOCK CAPITALS** and return it to:

Reading Borough Council
Civic Offices
Bridge Street
Reading, RG1 2LU

For Office use only

Date Received:

Reference:

Complete? Yes No

Please remember to insert the property address above.

Part 1(a) - Applicant's details

1. Please state which of the following you are:

Property owner

Managing agent

Other (please specify)

2. Are you applying to be the licence holder yourself, or on behalf of someone else?
Please tick one of the boxes below.

For myself On behalf of someone else

If you are applying to be the licence holder yourself, please move on to **question 4**. Otherwise, please answer **question 3** below.

3. Please provide your name, address, telephone number and e-mail address below.
If you are a member of a business, please give your name and include the name of the business in the address box.

Title Mr Mrs Miss Ms Other

Last Name

First Name(s)

Address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

Part 1(b) The proposed licence holder's details

4. Please indicate which of the following the proposed licence holder is:

Private individual (please go to question 5)

Company

Partnership

Charity

Trust

} Please go to question 6

5. Please provide the name of the proposed licence holder and then go to question 7

Last Name

First name(s)

6. Please provide the full name of the company, partnership, charity or trust who is proposed to be licence holder and then go to question 7

7. Please provide the address for the proposed licence holder. For private individuals, this must be their permanent residential address. For all others, this must be their registered office address.

Postcode

8. Please provide telephone numbers and an e-mail address for the proposed licence holder.

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

9. Please provide a name and address where all official correspondence should be sent if this is *not* as detailed in previous questions:

Title Mr Mrs Miss Ms Other

Last Name

First Name

Correspondence address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

10. Please provide details of any business partner(s) or trustee(s)

Title Mr Mrs Miss Ms Other

Last Name

First Name

Address:

Postcode

Telephone number

E-mail address

Please provide any additional names/addresses of business partners or trustees on a separate sheet submitted with this application form.

11. Please provide the name and address of the person who *collects* the rent:

Title Mr Mrs Miss Ms Other

Last Name

First Name

Address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

12. Please provide the name and address of the person who ultimately *receives* the rent. If this is more than one person, or a company/business, please provide all names and contact details:

Title Mr Mrs Miss Ms Other

Last Name

First Name

Address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

13. Please provide the name and address of any person who agrees to be bound by the conditions of the proposed licence:

Title Mr Mrs Miss Ms Other

Last Name

First Name

Address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

Part 1(c) - Proposed licence holder - fit and proper person test

Fit and Proper Person - IMPORTANT please read

In order to grant a licence the authority must be satisfied that both the proposed licence holder and the proposed manager are “fit and proper persons”. In reaching its decision the authority must have regard to evidence showing the relevant person has:

- (a) “committed any offence involving fraud or other dishonesty, or violence or drugs, or any offences listed in Schedule 3 to the Sexual Offences Act 2003 (c.42) (offences attaching notification requirements);
- (b) 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) contravened any provision of the law relating to housing or of landlord and tenant law; or
- (d) acted otherwise than in accordance with any applicable code of practice approved under section 233.”

There are further details on the housing contraventions and concerning what convictions qualify in the ‘Guide to HMO licensing in Reading’.

The questions in this section of the form take you through these matters and if any apply, you must disclose all the necessary information in the table 1.1.13.

Additionally, you must also fully disclose whether any person associated or formerly associated with you, as the proposed licence holder or manager, whether on a personal, work or other basis, has done any of the things set out in (a) - (d) above. This is because the authority must have regard to this evidence, if it appears relevant as to whether you as the proposed licence holder or manager are a fit and proper person. You should ensure you discuss this with any person you make a disclosure about to ensure the information is accurate. This is your responsibility.

The authority can also take into account other information in its possession or obtained through investigation that is relevant evidence as to whether someone is a fit and proper person.

14. Has the proposed manager or anyone associated or formerly associated with them been convicted of any offences relating to violence, sexual offences, drugs or fraud? (Spent convictions are not taken into account, this is clarified in the guidance document)

Yes No

15. Has there been any finding by a court or tribunal against the proposed licence holder or anyone associated or formerly associated with them that they have practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business?
- Yes No
16. Has the proposed licence holder or anyone associated or formerly associated with them contravened any law relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against them?
- Yes No
17. Has the proposed licence holder or anyone associated or formerly associated with them owned or managed any property that has been the subject of an enforcement notice served under Part I of the Housing Act 2004?
- Yes No
18. Does the proposed licence holder or anyone associated or formerly associated with them own (or have they ever owned) a house or HMO that has been the subject of an interim or final management order under the Housing Act 2004?
- Yes No
19. Does the proposed licence holder or anyone associated or formerly associated with them own (or have they ever owned) a house or HMO for which a local housing authority has refused to grant a licence under Part 2 or Part 3 of the Housing Act 2004, or has revoked a licence in consequence of the licence holder breaching the conditions of the licence?
- Yes No
20. Has a local housing authority carried out works in default to any residential premises owned by the proposed licence holder or anyone associated or formerly associated with them in the past 5 years?
- Yes No
21. Has the proposed licence holder or anyone associated or formerly associated with them been convicted of any offence or subject to any other proceedings brought for a breach of planning control, building regulations or the Regulatory Reform (Fire Safety) Order 2005?
- Yes No
22. Has the proposed licence holder or anyone associated or formerly associated with them been declared bankrupt or in arrears with their mortgage?
- Yes No

Landlord Accreditation / Landlord Association membership

23. Please tick any of the following that apply to the proposed licence holder

- Is a member of the Reading Rent with Confidence Scheme
- Is an accredited member of the National Landlords Association (NLA)
- Is a member of the Residential Landlords Association Accreditation Scheme
- Is a member of any other landlords' association or professional body

If you ticked the last box, please give details of the association or body below

If you are an **accredited member** of the National Landlords Association or Residential Landlords Association Accreditation Scheme (RLAAS) please provide your reference number and your name **exactly** as it appears on your membership card:

Name:

Membership Number:

24. If you are not a member of the Reading Rent with Confidence Scheme, do you want to join?

Yes

No

Financial Arrangements

A licence holder must have appropriate finance available to ensure the proper management and maintenance of the property. Where a manager is employed, financial arrangements must be made which would enable them to carry out works deemed necessary for the proper management of the property.

25. Are adequate funding arrangements are in place to ensure that finance is available to achieve compliance with the conditions required by the licence, and with approved standards?

Yes

No

If you have answered 'yes' to any of questions 15 to 23, please remember to complete the table on page 10, otherwise go to question 26.

Part 1(c) Proposed licence holder - fit and proper person test

Fit and Proper Person - IMPORTANT

Where you have answered 'yes' to any of the questions 15-23 on pages 8 - 9 please complete the table below

Name of person	Relationship to the proposed licence holder	Details of offence or other issue

Part 1(d) - Proposed Manager's details

If you intend to employ a manager, you must ensure section 1(b) is completed before returning the application form.

26. Does the proposed licence holder plan to employ another person or company to manage the property on their behalf?

Yes No

If the answer to this question is yes, please go to question 28, otherwise please go to question 42.

27. Please indicate which of the following the proposed manager is:

Private individual (please go to question 28)

Company

Partnership

Charity

Trust

} Please go to question 29

28. Please provide the name of the person who is proposed to be the manager and then go to question 30.

Last Name

First name(s)

29. Please provide the full name of the company, partnership, charity or trust who is proposed to be the manager and then go to question 30.

30. Please provide the address for the proposed manager. For private individuals, this must be their permanent residential address. For all others, this must be their registered office address.

Postcode

31. Please provide telephone numbers and an e-mail address for the proposed manager.

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

32. Please provide details of any business partner(s) or trustee(s)

Title Mr Mrs Miss Ms Other

Last Name

First Name

Address:

Postcode

Telephone number

E-mail address

Please provide any additional names/addresses of business partners or trustees on a separate sheet submitted with this application form.

Part 1(e) - Proposed Manager - fit and proper person test

33. Has the proposed manager applied to be a manager in respect of any other licensable properties situated in the Reading Borough Council or any other local housing authority area? If yes, please provide details below - only one property's details are required for each local authority area. Use extra sheets as necessary.

Address of property	<input type="text"/>
Postcode	<input type="text"/>
Name of local housing authority issuing licence	<input type="text"/>
Date of issue of licence	<input type="text"/>

34. Has the proposed manager or anyone associated or formerly associated with them been convicted of any offences relating to violence, sexual offences, drugs or fraud? (Spent convictions are not taken into account, this is clarified in the guidance document)

Yes No

35. Has there been any finding by a court of tribunal against the proposed manager or anyone associated or formerly associated with them that they have practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business?

Yes No

36. Has the proposed manager or anyone associated or formerly associated with them contravened any law relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against them?

Yes No

37. Has the proposed manager or anyone associated or formerly associated with them own or manage any property that has been the subject of an enforcement notice served under Part I of the Housing Act 2004?

Yes No

38. Has the proposed manager or anyone associated or formerly associated with them own (or have they ever owned) a house or HMO that has been the subject of an interim or final management order under the Housing Act 2004?

Yes No

39. Does the proposed manager or anyone associated or formerly associated with them own (or have they ever owned) a house or HMO for which a local housing authority has refused to grant a licence under Part 2 or Part 3 of the Housing Act 2004, or has revoked a licence in consequence of the licence holder breaching the conditions of the licence?

Yes

No

40. Has a local housing authority carried out works in default to any residential premises owned by the proposed manager or anyone associated or formerly associated with them in the past 5 years?

Yes

No

42. Has the proposed manager or anyone associated or formerly associated with them been convicted of any offence or subject to any other proceedings brought for a breach of planning control, building regulations or the Regulatory Reform (Fire Safety) Order 2005?

Yes

No

43. Has the proposed manager or anyone associated or formerly associated with them been declared bankrupt or in arrears with their mortgage?

Yes

No

If you answered yes to any of the above questions 34 - 43, please provide details and dates on page 15.

Part 1(e) - Managers details - fit and proper person test

35. Fit and Proper Person - IMPORTANT

Where you have answered 'yes' to any of questions 35 to 43, please complete the table below.

Name of person	Relationship to the proposed manager	Details of offence or other issue

Part 2 - Notification to relevant persons

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 to be licensed
- 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 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.

You must tell each of these persons—

- your name, address, telephone number and e-mail address or fax number (if any)
- the name, address, telephone number and e-mail address and 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 be licensed
- the name and address of the local housing authority to which the application will be made.
- the date the application will be submitted.

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

It is the applicant's responsibility to ensure the Council is informed of any changes to the above information before the licence is granted.

Part 3: Checklist of Enclosures

Please tick the boxes below to indicate which documents you are including with your application. You **must** include evidence of your address and any current gas safety certificate (where appropriate). Failure to include the required documents may result in the application being returned to you as incomplete.

Evidence of permanent residential address of proposed licence holder (if an individual) - please enclose <u>one</u> from the following list of documents:	
Copy of current driving licence	Yes <input type="checkbox"/>
Copy of bank or building society statement issued within last 12 months	Yes <input type="checkbox"/>
Copy of tax correspondence issued within last 12 months	Yes <input type="checkbox"/>
Copy of utility bill (i.e. for gas/electric/water) issued within last 12 months	Yes <input type="checkbox"/>

Other enclosures required to complete your application	
Copy of current Landlord Gas Safety certificate <i>(Required for any property with gas installation)</i>	Yes <input type="checkbox"/>
Not applicable <i>(no gas installation in property)</i>	<input type="checkbox"/>
Current Electrical installation condition report (Periodic Inspection Report)	Yes <input type="checkbox"/>
For mains-powered fire detection, one of either 1), 2) or 3) below	
1) Where there is a control panel, an installation or test certificate	Yes <input type="checkbox"/>
2) Where there is no control panel but the system is less than 12 months old, an installation certificate	Yes <input type="checkbox"/>
3) Where there is no control panel and the system is not new, a Self-certification that the fire detection system has been tested	Yes <input type="checkbox"/>
4) Emergency lighting installation or inspection and test certificate	Yes <input type="checkbox"/>
Not applicable <i>(no emergency lighting installed)</i>	<input type="checkbox"/>
5) Copy of standard tenancy agreement	Yes <input type="checkbox"/>
Copies of other documents to be enclosed where applicable:	
Building Regulations completion certificate	Yes <input type="checkbox"/>
Planning consent	Yes <input type="checkbox"/>

Part 4: Declaration

I/We declare that the house in respect of which a licence is sought under Part2/Part 3 of the Housing Act 2004 is subject to a licence under that Part at the time this application is made. I/We further declare that to the best of my/our knowledge either:

- (a) none of the information described in paragraph 2(c) to (g) of that Act and previously submitted to the authority has materially changed since that licence was granted; or
- (b) the only material changes* to that information are described as follows:
[include description of all material changes].

[*type of HMO; other HMO licences held; structure, layout & use of property; fire safety & amenity provision; number of occupants/households; furniture, gas and electrical safety declaration.]

List material changes made to the property since last application (continue on a separate sheet if necessary):

.....
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.....
.....

Name:

Signature:

Date:

Name:

Signature:

Date:

Name:

Signature:

Date:

Please see important declaration overleaf

Part 5: Data Protection

The information you provide on this form will be used and stored in accordance with the Data Protection Act 1998 to provide a Housing & Public Health Service. We will use this information to process your application for a licence, develop our service and provide statistical information. We may share your information with other licensing authorities and statutory organisations to help us handle applications, manage the service and prevent fraud. Under the terms of the Act, you have the right to see the information we hold about you.

If you require this information in large print, please contact us on: 01189 372151

Interpretation and Translation Services, Ground Floor, Civic Offices, Reading, RG1 2LU Tel: 01189 372033

Important information is enclosed on the law about licensing houses in multiple occupation (HMOs). If you find it difficult to understand the contents and you would like help with an explanation, please contact our Interpretation and Translation Service at the address shown above. (English)

একের অধিক দখলকৃত বাড়ীর লাইসেন্সের (হেইচ এম ও এস) ব্যাপারে জরুরী তথ্য সংযুক্ত করা আছে। আপনার যদি এই তথ্যের সারমর্ম বুঝতে অসুবিধা হয় এবং বিস্তারিত বর্ণনা করার জন্য সাহায্যের দরকার হয় তাহলে আমাদের ইন্টারপ্রিটেশন এ্যান্ড ট্রান্সলেশন সার্ভিসের সাথে উপরের ঠিকানায় যোগাযোগ করুন। (Bengali)

બહુ માળી રહેણાંક (HMOs) વાળા મકાનો માટે જરૂરી કાયદાકીય વિગત આ સાથે મોકલાવવા મા આવેલ છે. જો તમને આ વિગત સમજવા માટે મુશ્કેલી પડતી હોય અને તે માટે મદદની જરૂર હોય, તો ઉપર જણાવેલ અમારા ઇન્ટરપ્રિટેશન અને ટ્રાન્સલેશન સર્વિસનો કૃપયા સંપર્ક કરશો. (Gujrati)

अधिक किराएद्वारा (HMOs) वाले घरों के लाइसेंसिंग कानून के बारे में जरूरी जानकारी इस में बंद है। यदि आपकी विषय समझना कठिन लगता है और इसकी व्याख्या के लिए सहायता चाहते हैं तो, कृपया हमारे द्विभाषी तथा अनुवाद विभाग से ऊपर लिखे पते पर संपर्क करें (Hindi)

ਜ਼ਿਆਦਾ ਕਿਰਾਏਦਾਰਾਂ (HMOs) ਵਾਲੇ ਮਕਾਨਾਂ ਦੇ ਲਾਇਸੈਂਸਿੰਗ ਕਾਨੂੰਨ ਬਾਰੇ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਇਸ ਵਿਚ ਬੰਦ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਵਿਸ਼ਾ ਸਮਝਣਾ ਮੁਸ਼ਕਿਲ ਲਗਦਾ ਹੈ ਅਤੇ ਇਸਦੀ ਵਿਆਖਿਆ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਦੁਭਾਸ਼ੀ ਅਤੇ ਤਰਜਮੇ ਵਿਭਾਗ ਨੂੰ ਉੱਪਰ ਲਿਖੇ ਸਰਨਾਂਵੇ ਤੇ ਸੰਪਰਕ ਕਰੋ। (Punjabi)

ایسے مکانوں جن میں زیادہ کرایہ دار رہتے ہیں (HMOs) کیلئے لائسنس حاصل کرنے کے بارے میں قانون سے متعلق اہم معلومات منسلک ہیں۔ اگر آپ کو ان مندرجات کو سمجھنے میں دشواری پیش آتی ہے اور آپ اس کی وضاحت کے سلسلے میں مدد چاہتے ہیں تو براہ کرم ہمارے ترجمانی اور ترجمہ کی سروس (انٹرنیشنل اینڈ ٹرانسلیشن سروس) سے مندرجہ بالا پتے پر رابطہ کریں۔ (Urdu)



Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU
0118 9372151