

Warrington Borough Council



# Application for the Renewal of a licence for a House in Multiple Occupation

**NB. We may also approach other authorities such as the police authority, Fire & Rescue Service, Office of Fair Trading, etc. and your tenants for additional information and verification. Signing of this application will be taken as your agreement to any such action.**

If you have more than one house in multiple occupation you will need to complete a separate application form for each property.

Please fill in the form using BLOCK CAPITALS.

If you require more space to answer any question, continue on additional sheets, specifying which question your answer relates to.

**For office use only**

Date received

Date passed to officer

Reference number

Fees received

Address of house to be licensed

Licence No:

Postcode

Is the applicant the proposed licence holder?  Yes  No

If **yes**, please go straight to Part 2 of the form. If **no**, please complete Part 1 of the form.

## PART 1. APPLICANT DETAILS

Surname

First name(s)

Address

Postcode

Telephone numbers: Home

Work

Mobile

Fax No

Email address

Date of birth

What is your relationship to proposed licence holder: *(please tick the appropriate box)*

Friend  Relative  Agent  Solicitor  other *(please specify)*

What is your interest in the property?

**You must now complete Part 2 of the form**

## PART 2. PROPOSED LICENCE HOLDER DETAILS

Type of proposed licence holder (*please tick the appropriate box*)

Individual     Company     Partnership     Trustee     Charity

Other (*please specify*)

Name of proposed licence holder (if a company, please give full company name)

Address

  


Postcode

Telephone numbers: Home

Work

Mobile

Fax No

Email address

Date of birth

Name of company secretary: (if applicable)

Name of directors / partners / trustees: (if applicable)

  
  
  


**You must now complete Part 3 of the form**

## PART 3. MANAGER DETAILS

Has an agent been employed to manage the house?     Yes     No

If **no**, please provide the name, address and telephone number of the person who is responsible for the management of the house

Name

Telephone number

Address

  


Postcode

If **Yes**, please provide the agent's details

Type of Manager     Individual     Company     Partnership     Trustee     Other

Name of manager (*if a company, please give full company name*)

Address (*if a company, please give registered office address*)

  


Postcode

Telephone numbers: Home

Work

Mobile

Fax No

Email address

Date of birth

Is the manager a member of a regulated body?  Yes  No

If **yes**, please state which regulated body

**You must now complete Part 4 of the form**

#### **PART 4. OWNERSHIP DETAILS OF THE HOUSE TO BE LICENSED**

Please provide the following details of ownership and interests in the house to be licensed. Where the interested party is a company, please give their registered address.

##### **4.1 Name freeholder(s)**

Address of freeholder

  


Postcode

Email

Telephone

##### **4.2 Name mortgagee in possession**

eg. Bank, building society or other who has a loan secured against the property.

Address of mortgagee

  


Postcode

Email

Telephone

**4.3** Name of leaseholder(s) (*if none, state none*). Please continue on an additional sheet if necessary.

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Address of leaseholder(s) (a)

Postcode

Address of leaseholder(s) (b)

Postcode

Email

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Telephone

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**4.4** Name of person who collects the rent

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Address of person who collects the rent

Postcode

Email

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Telephone

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**4.5** Name of person who ultimately receives the rent

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Address of person who ultimately receives the rent

Postcode

Email

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Telephone

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**4.6** Name of any other person who may be bound by a condition of the proposed licence and who is not referred to in Parts 1, 2 and 3 of the form:

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Address of person bound by a condition

Postcode

Email

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Telephone

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**You must now complete Part 5 of the form**

## PART 5. RELEVANT INFORMATION

**5.1** Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state the particulars of any relevant issues (*see following page*) recorded against any person named in Parts 1, 2, 3 and/or 4 or any person associated or formerly associated on a personal or work basis with those named in Parts 1, 2, 3 and/or 4. (*continue on a separate sheet if necessary*).

Relevant issues include:

- i) Criminal offences involving:  
Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003
- ii) Practiced unlawful discrimination of grounds of sex, colour, race ethnic or national origins or disability in connection with a business.
- iii) Contravened any provision of housing or landlord & tenant law.  
These include but are not limited to:
  - a. A Control Order under the Housing Act 1985
  - b. Proceedings by a local authority
  - c. The local authority carrying out Works in Default
  - d. A Management Order under the Housing Act 2004
  - e. Harassment or illegal eviction
- iv) Acted in contravention of any Approved Code of Practice (ACoP)
- v) Any criminal offence or subject to any other proceedings brought by a local authority or other Regulatory Body (for example breaches of the Environmental Protection Act 1990, planning control or compulsory purchase proceedings or fire safety requirements)?

Name	Date	Court	Offence	Sentence

The Council reserves the right to carry out or make such enquires into the fitness propriety of the licence holder, manager or any other person involved in managing the property as it considers appropriate. This information may be shared with other local housing authorities.

- 5.2** Has any person named in Parts 1, 2, 3 and / or 4 of this form previously held or do they currently hold a licence for another house in multiple occupation?  Yes  No

If **yes**, please provide the addresses of these properties, along with details of the authorities that issued the licence.

Postcode

Postcode

- 5.3** Has any person named in Parts 1, 2, 3 and / or 4 of this form ever applied for and been refused a house in multiple occupation licence?  Yes  No

If **yes**, which authority refused the license?

When was it refused?

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- 5.4** Has any person named in Parts 1, 2, 3 and / or 4 of this form ever breached any condition of a licence issued under Parts 2 and / or 3 of the Housing Act 2004?  Yes  No

If **yes**, please provide details of the licence condition(s) breached and the local authority in which they were breached.

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**You must now complete Part 6 of the form**

**Note to applicants: 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 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 licence may be cancelled or other action taken.**



**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 the house in respect of which a licence is sought under Part 2 / 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)



**Name of applicant**

Date

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Signature

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**Name of proposed licence holder (if different to applicant)**

Date

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Signature

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**Name of manager**

Date

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Signature

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**Name (if different to applicant)**

Date

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Signature

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**Name (if different to applicant)**

Date

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Signature

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## CHECKLIST FOR SUBMITTING AN APPLICATION

### Please enclose the following:

- A current Electrical Inspection Report from a competent electrician (*Periodic Inspection*)
- A Gas Safe certificate(s) for gas appliances (*if applicable*)
- BS5839 test reports relating to the fire detection system (*if applicable*)
- BS5266 test reports relating to the emergency lighting system (*if applicable*)
- Recent Portable Electrical Equipment test reports
- Licence Fee. Cheques shall be made payable to "Warrington Borough Council"

**You must submit these documents with your application in any event.**

**The Council may require you to submit, or you may wish to submit, other documents (for example, copies of planning permissions, building regulations approvals, tenancy or licence agreements, certified accounts (*or summaries*) in support of your application.**

Please send completed application forms, payment and copies of any necessary documentation to:

***Housingplus***

Private Sector Housing  
*The Gateway*  
*85 - 101 Sankey Street*  
*Warrington*  
*WA1 1SR*

Should you require assistance in completing this form please contact Private Sector Housing on 01925 248483/248487