

Application for a Property Licence



Selective (Building containing self-contained flats)

For office use only

Please use the accompanying notes when completing this form.

UNLESS EXPLICITLY STATED, ALL REFERENCES TO THE 'PROPERTY' ARE DEFINED AS THE WHOLE BUILDING INCLUDING ALL FLATS AND COMMON AREAS

Please complete this form using **BLOCK CAPITALS** and black ink. If this form is not fully completed - it will not be processed.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the application form.

For **renewals where there is no material change** please complete sections 1 to 7 and sections 13 and 14.

Date received

Date passed to Licensing Officer

Reference number

Fees received

Receipt number

Type of Application: New Renewal

SECTION 1: ADDRESS TO BE LICENSED

What is the address of the property to be licensed?

SECTION 2: APPLICANT DETAILS

First name

Middle name

Last name

Date of birth

Sex: Male Female Other

Who is the applicant?

- Individual
- Limited Company
- Partnership
- Trustee
- Charity
- Other

For anything other than individual please provide the details of a named person within the organisation who can be contacted in connection with this application;

First name

Surname

Email Address

What is the applicant's interest in the property? Please select all that apply

- Freeholder
- Leaseholder
- Mortgagee
- Managing Agent
- Rent Collector
- Other

SECTION 3 - PROPOSED LICENCE HOLDER DETAILS

Are you the proposed licence holder? Yes No

If no, who is the proposed licence holder?

- Individual
- Limited Company
- Partnership
- Trustee
- Charity
- Other

If applying as an individual please provide the following details.

If applying as any other please provide the details for a named person within the organisation who can be contacted in connection with the licence.

First name

Middle name

Last name

Address

Telephone number

Email address

Does the proposed licence holder have the powers necessary to manage the property?

Grant and terminate tenancies: Yes No

If no, please state who has this power

Access all parts of the property: Yes No

If no, please state who has this power

Authorise any necessary expenditure: Yes No

If no, please state who has this power

SECTION 4 - OWNERSHIP AND CONTROL

Are there any freeholders: Yes No

If yes, please provide details of all freeholders. If a company, please give full company name and registered office address (please continue on separate sheet attach to form if required)

Name

Address

Telephone number

Email address

Are there any leaseholders? Yes No

If yes, please provide details of all leaseholders. If a company, please give full company name and registered office address

Name

Address

Telephone number

Email address

Are there any mortgages on the property? Yes No

If yes, please provide mortgage company details;

Name

Address

Telephone number

Email address

Mortgage customer reference number

Will there be a rent collector for the property? Yes No

If yes, please provide details of the person who collects rent. If a company, please give full company name and registered office address

Name

Address

Telephone number

Email address

Please provide details of the person who receives the rent

Name

Address

Telephone number

Email address

SECTION 5 - PROPERTY MANAGER DETAILS

Has an agent or individual been employed to manage the property? Yes No

If yes please provide details of the property manager

Is the property manager a company/organisation? Yes No

If yes please give details

Name

Address

Postcode

Email address

Mobile telephone number

Work/other telephone number

Are there any other persons who may be bound by a condition of the proposed licence and not referred to previously in parts 2, 3, 4, or 5 of the form?

Yes No

If yes, please provide details of all other persons

Name

Address

Postcode

Email address

Telephone number

SECTION 6 - PROPERTY MANAGEMENT

Is a notice giving the name and telephone number of the manager displayed in a suitable location?

Yes No

How is the property heated?

Gas Central Heating

Electric heating

Storage heaters

Mixture

Other (please specify)

Which areas are not heated? (This includes rooms within the flats such as bathrooms, toilets, common parts, other)

Please list the type, number and location of all gas appliances in the property (for example 1 x boiler, 2nd floor rear flat)

Is there a current Gas Safety certificate for all appliances? (Please attach a copy of the certificate with the application for each flat)

Yes No

Please specify what maintenance programme is in place

Please specify what cleaning programme is in place

Is there a portable appliance testing program in place for the whole property?

Yes No

Does all the furniture within the property comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 as amended?

Yes No Other

Are suitably sized bins with lids and recycling containers provided for each flat?

Yes No

SECTION 7 - FIRE SAFETY

Are there smoke alarms in the property?

Yes No

Are there heat alarms in the property?

Yes No

Are they mainly battery operated or mains wired?

Battery operated

Mains wired

Mixture of battery operated and mains wired

State the number and location of all smoke and heat alarms throughout the property

Are there fire blankets in all of the kitchens?

Yes No

Are there any fire doors in the property?

Yes No

If yes, what is their fire rating and what is the location of the fire doors?

Are there fire extinguishers on the hall and landings of the property?

Yes No

If yes, what type, size and how many are there?

Is the property fitted with a fire alarm system, also known as a fire detection and warning system or automatic fire detection (AFD)?

Yes No

If yes, has the fire detection system been inspected by a competent person in the last 12 months?

Yes No

Is the property fitted with an emergency lighting system to communal hallways, staircases and landings?

Yes No

If yes, has the emergency lighting been inspected by a competent person in the last 12 months?

Yes No

Has a fire risk assessment of the property been undertaken?

Yes No

What arrangements have been made to ensure that tenants are made aware of fire safety procedures and the proper use of fire safety installations and equipment?

Written information given to each new tenant on arrival regarding escape routes and fire safety

Verbal information given to each tenant on arrival regarding escape routes and fire safety

New tenants are shown how to use a fire blanket and extinguisher

Tenants are regularly reminded not to disable alarms or prop open fire doors

None

Other

SECTION 8 - PROPERTY INFORMATION

When was the property built?

Pre 1919

1919-1945

1946-1964

1965-1980

1981-1991

Post 1992

Was the property purpose built

Yes No

If no, when was the property converted and was it converted?

Was the property converted in accordance to Building Regulation 1991 standard? (Please note that evidence must be submitted as proof of a proper conversion)

Yes No

How is the property predominately used?

Each flat is rented to single households

Each flat is rented to multiple tenants

Other (please specify)

How many storeys are there within the building

How many storeys are at street level and above?

How many storeys are below ground level?

Are any of these floors or parts of floors in commercial use?

Yes No

If yes, please specify which floors are used for commercial purposes

PLEASE PROVIDE A SKETCH PLAN OF THE PROPERTY INCLUDING THE LAYOUT OF THE PROPERTY AND FLATS UNDER YOUR CONTROL. WHERE POSSIBLE, INCLUDE THE LOCATION OF ANY FIRE ALARMS AND FIREFIGHTING EQUIPMENT. PLEASE PROVIDE ALL MEASUREMENTS OF EACH ROOM WITHIN EACH FLAT MEASURED IN M²

Does the property currently have the use of an outbuilding for residential purposes?

Yes No

SECTION 9 - LETTINGS AND AMENITIES INFORMATION

How many separate lettings (flats) in total does the property have?

How many separate lettings (flats) are occupied?

Is there a landlord or manager who resides within the property?

Yes No

If yes, please state their name and the part of the property they presently occupy

SECTION 10 - TENANCY MANAGEMENT

Are any of the tenants 'regulated tenants'?

Yes No

If yes, please provide details (continue on separate sheet if required)

Are occupants given a tenancy agreement (or other written statement of terms of occupancy)?

Yes No

Does the written statement of terms include any clauses relating to anti-social behaviour?

Yes No

Does the written statement of terms include guidelines on procedures for occupants to report necessary repairs and make complaints about the property?

Yes No

Are rent books provided?

Yes No

Are the occupants given an emergency 24 hour contact number?

Yes No

If yes, please provide the number

Are the occupants given receipts/rent statements?

Yes No

Is the proposed licence holder or manager registered with a government approved scheme that protects tenant's deposits?

Yes No

If yes, please provide details

Are new tenants required to pay a deposit?

Yes No

Are the terms of the tenancy deposit clearly set out in writing?

Yes No

SECTION 11 - FIT AND PROPER PERSON DECLARATION

Do you, or any of the persons named in sections 2, 3, 4, or 5, have any unspent convictions for offences relating to fraud or other dishonesty, violence, drugs or sexual offences

Yes No

If yes, please separately provide the details for each person who has unspent convictions for offences relating to fraud or other dishonesty, violence, drugs or sexual offences

Please state their name

Please provide details and dates

Has a finding by a court or tribunal been made against you, or any of the persons named in sections 2, 3, 4, or 5, for practicing unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business?

Yes No

If yes, please separately provide the details for each person who has had a finding by a court or tribunal been made against them for practicing unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business

Please state their name

Please provide details and dates

Have you, or any of the persons named in sections 2, 3, 4, or 5, ever contravened any provision of any laws relating to housing, public health, environmental health, planning control, fire safety or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against you (and which in relation to criminal proceedings is unspent)?

Yes No

If yes, please separately provide the details for each person who has ever contravened any provision of any laws relating to housing, public health, environmental health, planning control, fire safety or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against you (and which in relation to criminal proceedings is unspent)

Please state their name

Please provide details and dates

Have you, or any of the persons named in sections 2, 3, 4, or 5, ever contravened any Approved Code of Practice (ACoP) under Section 233 of the Housing Act 2004?

Yes No

If yes, please separately provide the details for each person who has ever contravened any Approved Code of Practice (ACoP) under Section 233 of the Housing Act 2004

Please state their name

Please provide details and dates

Have you, or any of the persons named in sections 2, 3, 4, or 5, ever been in control of any property which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004?

Yes No

If yes, please separately provide the details for each person who has ever been in control of any property which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004

Please state their name

Please provide details and dates

Have you, or any of the persons named in sections 2, 3, 4, or 5, ever been in control of any property which the local authority has carried out work in default?

Yes No

If yes, please separately provide the details for each person who has ever been in control of any property which the local authority has carried out work in default

Please state their name

Please provide details and dates

Do you, or any of the persons named in sections 2, 3, 4, or 5, own or manage, or have you, or any of the persons named in sections 2, 3, 4, or 5, owned or managed, any HMO or house which has been the subject of 1 or more of the following:

- Any enforcement action under the housing health and safety rating system (HHSRS) in part 1 of the 2004 Act so far as that enforcement action related to a category one hazard
- An interim or final management order under the Housing Act 2004?
- A control order under the Housing Act 1985
- A local authority refusing to grant a licence under part 2 or 3 of the Housing Act 2004, or the revocation of such a licence because of non-compliance of a condition or conditions.
- Works in default by the local authority

Yes No

If yes, please separately provide the details for each person who owns or manages, or has owned or managed, any HMO or house which has been the subject of 1 or more of the above

Please state their name

Please provide details and dates

Has any person named in sections 2, 3, 4, or 5 of this application previously held, or do they currently hold, a licence under Parts 2 or 3 of the Housing Act 2004 for any other properties?

Yes No

If yes, please provide the addresses of these properties and details of the local authorities that issued the licence

Has any person named in sections 2, 3, 4 or 5 of this application ever applied for and been refused a licence under Parts 2 or 3 of the Housing Act 2004 for any other properties?

Yes No

If yes, please provide the addresses of these properties, and details of the local authorities that refused the licence

Has any person named in parts 2, 3, 4, or 5 of this application ever breached any condition of a licence issued under Parts 2 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

Is the proposed licence holder/manager accredited under any Accreditation Scheme approved by the GLA under the London Rental Standard?

Yes No

If yes, please select all accreditation schemes the proposed licence holder/manager is accredited under

- London Landlord Accreditation Scheme (LLAS)
- National Landlords Association (NLA)
- Residential Landlords Association (RLA)
- Association of Residential Letting Agents (ARLA)
- National Approved Lettings Scheme (NALS)
- Royal Institution of Chartered Surveyors (RICS)
- UK Association of Letting Agents (UKALA)

Date the proposed landlord became accredited

Accreditation number

Is the proposed licence holder/manager a member of a recognised landlord association or professional body?

Yes No

Please state all recognised landlord associations or professional bodies the proposed licence holder/manager is a member of

Name

Membership number

SECTION 12 - FURTHER INFORMATION

Please use this space if you need more room for any of your answers or for any additional information you think may be relevant to the application

A large, empty rectangular box with a black border, intended for the applicant to provide further information or answers. The box is currently blank.

SECTION 13 - DECLARATION

You must let certain persons know, in writing, that you have made this application, or provide them with 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 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 or fax number (if any) of the proposed licence holder (if it will not be you)
- That this is an application for a Selective Licence made under Part 3 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the local housing authority to which the application will be made
- The date the application will be submitted

I declare that I have served a notice of this application on the relevant persons who are the only persons known to me that are required to be informed that I have made this application

IMPORTANT NOTES FOR 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 revoked or other action taken. Operating a property that should be licensed without a licence is an offence liable to an unlimited fine. In addition, a Residential Property Tribunal may make a rent repayment order requiring you to repay any rents due during the period for which the house was unlicensed.

Electronic Communication

By providing an email address the London Borough of Ealing will understand this to mean that the owner of the email address has agreed to the service of legal notices/documents by email in accordance with section 247 of the Housing Act 2004

Ticking this box indicates you have read and understood the above declarations

SECTION 14 - NOTIFICATION AND DECLARATION

I declare that the information contained in this application is correct and to the best of my knowledge. I understand that I commit an offence if I supply any information to a local 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 read the above statement before completing the application

By ticking this box I understand and accept the terms of this application

If this is a renewal please tick the appropriate box below.

I/We declare that the house in respect of which a licence is sought under 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:

None of the information described in paragraph 2 (c) to (g) of Schedule 2 of The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions)(England) Regulations 2006, and previously submitted to the authority has materially changed since the previous licence was granted; or

The only material changes to that information are described as follows (include description of all material changes):

Name of applicant

Signature

Date

Name of proposed licence holder

Signature

Date

Name of manager

Signature

Date

REQUIRED DOCUMENTATION

Your licence application will not be processed unless we have received a copy of all documentation below (where applicable)

- Current Gas Safety Certificate(s) from a Gas Safe Registered approved gas engineer
- Current Test Certificate for the fire alarm system (BS 5839 as amended) - where applicable
- Current Test Certificate for the emergency lighting (BS 5266 as amended) - where applicable
- A current sketch plan of your property

The council may require you to submit other documents to support your application e.g. tenancy agreements.

REQUIRED FEE

Your licence application will not be processed unless we have received the correct licence fee

Please enclose a cheque made payable to the London Borough of Ealing

OTHER INFORMATION

The Housing Act 2004 requires the Local Authority to maintain a public register of all licensed properties in the borough. Details of the licence holder and manager (if applicable) will appear on this register.

The council may contact you to advise you of local schemes or incentives that either you or your tenants may benefit from e.g. grant funding for certain works. If you do not wish to receive this information please tick the box below.

Please return this application form and all documentation to:

Regulatory Services
Property Regulation
Ealing Council
Perceval House
14-16 Uxbridge Road
London
W5 2HL

Form completed