Appendix 1 - Notification to interested parties that you are making a licence 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 and sending it to them (Appendix 1a). You will need to copy the form if notifying more than one party.

The persons who need to know about your licence application are:

- any mortgagee of the property to be licensed
- any owner of the property to which the application relates (if that is not you) ie 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 les 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/she will be bound by any condition or conditions in a licence if it is granted.

You must tell each of these persons the following details:

- your name, address telephone number and email address or fax number (if any)
- the name, address, telephone number and email address or fax number (if any) 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 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.

Appendix 1a - Form to complete when notifying interested parties that you propose to make a licence application

The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006

To notify more than one interested party, please take copies of this page and complete as many as needed.

[1]To: ……

……

As required by Regulation 7 of the Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (England) Regulations 2006, I/We hereby notify you that I/we propose to submit a licence application for a House in Multiple Occupation under Part 2 of the Housing Act 2004 to Birmingham City Council, Housing and Constituencies Directorate, Private Rented Services, Suite 6, Ground Floor, Waterlinks House, Richard Street, Aston, Birmingham B7 4AA

The application will be submitted on[2]
……

The licence application pertains to[3]
……

Name. ……

Address. ……

Telephone number: …… Fax Number: ……

Email address: ……

Signed …… (Applicant for the licence)

The proposed licence holder is (only complete if different from the applicant):

Name(s): ……

Address: ……

Telephone number: …… Fax Number: ……

Email address: ……

[1] Insert name and address of recipient
[2] insert date application to be made
[3] insert address of the property to be licensed