

## Appendix 3 - Mandatory HMO Licence Application Checklist Renewal Application

Before you send us your application please make sure that you have included everything listed below:

1. A completed application form, signed and dated
2. A reasonably accurate plan of each floor of the property indicating: 
  - the dimensions of each room
  - the location of any fire doors
  - the location of any smoke detectors or heat detectors indicating if they are battery or mains powered or interlinked
  - the location of any emergency lighting
  - the position of WCs, baths, showers and wash basins
  - the layout of each kitchen showing the position of the work surfaces, sinks, cookers, microwave ovens, hobs, refrigerators and dishwashers (if any)
3. Copies of the following certificates: 
  - a Landlord Gas Safety Record (if the property has a gas supply)
  - Periodic Inspection Report for the electrical installation
  - test certificate for the automatic fire detection and warning system
  - test certificate for the emergency lighting
  - test certificate for any portable electrical appliances

**Please do not provide original certificates as they will not be returned.  
Copies must be clearly written.**

4. A completed 'HMO Licence Fee Calculation – licence renewals'
5. Payment for the licence fee

**If you fail to submit these documents your application will not be valid  
and cannot be processed.**

## Appendix 3a - Mandatory HMO Licence Application Checklist - New Application

Before you send us your application please make sure that you have included everything listed below:

1. a completed application form, signed and dated
2. a reasonably accurate plan of each floor of the property indicating: 
  - the dimensions of each room
  - the location of any fire doors
  - the location of any smoke detectors or heat detectors indicating if they are battery or mains powered or interlinked
  - the location of any emergency lighting
  - the position of WCs, baths, showers and wash basins
  - the layout of each kitchen showing the position of the work surfaces, sinks, cookers, microwave ovens, hobs, refrigerators and dishwashers (if any)
3. a Landlord Gas Safety Record (if the property has a gas supply)
4. A completed 'HMO Licence Fee Calculation – new applications'
5. Payment for the licence fee

**Please do not provide original certificates as they will not be returned.  
Copies must be clearly written.**

**If you fail to submit these documents your application will not be valid  
and cannot be processed.**