

Housing Act 2004

HMO Licensing Application

Guidance Notes and Glossary of Terms

***Guidance Notes to assist applicants who are completing
the Application Form for a licence to operate a
House in Multiple Occupation (HMO)***

Introduction

These guidance notes are intended to help you when completing the HMO Licensing application form.

Certain parts of the form, and a number of technical or legal terms, may need further clarification.

There are two sections to these guidance notes:

Section 1 provides further explanation about certain questions or statements, which are cross-referenced directly to the application form.

Section 2 consists of a glossary of words or terms having a specific meaning that may appear in the application form.

Further information about applying for a HMO Licence can be found on our website at www.birmingham.gov.uk/hmo.

After reading through these notes, if you are still unsure about any aspect of the application form or what you are expected to do, please contact the Licensing Team:

Email: prs@birmingham.gov.uk
Phone: 0121 303 4009

Section 1 - Explanatory Notes To Application Form

The application form is made up of 12 parts:

Part 1

Exemptions to Licensing

Schedule 14 Housing Act 2004 details the buildings which are not houses in multiple occupation for the purposes of the Act (excluding Part 1). These are:

- buildings controlled or managed by Public Sector bodies
- building regulated otherwise than under this Act
- buildings occupied by persons who occupy it for the purpose of undertaking educational courses at a specified educational establishment, and where the person managing or having control of it is the educational establishment in question.
- buildings occupied principally for the purposes of a religious community whose principal occupation is prayer, contemplation, education or the relief of the suffering.
- buildings occupied by persons who are either the freehold owners or having a leasehold interest for the term greater than 21 years.

Part 2

- **Let to tenants** means to let a property (or part of a property) to a tenant under the terms of an agreement, or without further reference to a superior landlord.
- **Evict tenants** means to follow the steps allowed by law to bring a tenancy to an end.
- **Authorise any expenditure** means having the power to agree that money can be spent on items, work, or materials, etc. that are reasonably necessary for the proper management of the property, without having to seek approval from a superior landlord, owner, or any other person. Approval from some other person may still need to be sought, provided that it does not cause undue delay, having regard to the level of expenditure and the urgency of the situation.
- The **Midland Landlord Accreditation Scheme** is a voluntary accreditation scheme which aims to promote good practice in rented housing.
- The council has an obligation to ensure that the person to whom a licence is awarded is a **“fit and proper person”** for the purposes of the Housing Act 2004. Each council sets its own criteria to decide which applications need to be investigated in order to decide whether the applicant is “fit and proper”. One aspect the Council needs to consider is whether the occupiers of the property fall into any recognised vulnerable group. By ticking the appropriate boxes, you will help the council decide whether further enquiries are necessary. Ticking one or more boxes will not necessarily mean that you will be subject to further investigation. The information will be used, together with the other information that you provide, to arrive at a decision. Different councils may apply different criteria. **(See also Section 2 Page 8 – Glossary of Terms)**
- The provision of information about **other properties for which the proposed Licence Holder already holds a HMO licence** is a requirement of law. The law says that the proposed Licence Holder must disclose details of all licensed HMOs which he or she controls.

Parts 3 and 4

No notes

Part 5

- **Leaseholder** means having control of the property by virtue of a lease. The owner of a property can agree to grant control of the property to some other person or body for a specific period of time at an agreed rent. The leaseholder acquires the rights and obligations as set out in the lease agreement, usually to the same extent as the freeholder.
- When the council is required to serve notices on the person having control of a property, there is often an obligation in law for the council to advise **other people having an interest in the property** that a notice has been served. Please give the local address of the branch of the organisation from whom you obtained your mortgage. Your account number has been requested as large organisations often have difficulty in identifying the exact mortgage account and customer.

Part 6

- **Letting units** means the number of units of accommodation you offer in the house. The number should be the same as the maximum number of tenancy agreements you might have at any one time. This may be different to the number of tenants, as some units may be occupied by more than one person, or you may have joint tenants for some units.
- **Maximum number of households** - when the council issues a licence, it must say how many persons can lawfully occupy the house. Please ensure that you give the maximum number of persons to whom you are likely to let your property. This will save you having to apply for an amended licence should you wish to increase the number of occupiers. If the council thinks the number should be lower, they will advise you.
- **Does the landlord or proposed Licence Holder ... live on the premises?** Please state here if the proposed Licence Holder, owner or proposed Manager lives on the premises. This can affect the eligibility of the property for licensing. It is also helpful to know if someone with more responsibility, or better communication with the landlord, such as an employee or relative, lives on the premises

Part 7

The "**Landlord's Gas Safety Record**" is also known as a "**Gas Safety Certificate**" Under a separate law, landlords must obtain one of these certificates on an annual basis. Failure to produce such a certificate may be grounds for refusal to grant a licence.

Portable Appliance Testing. Under the Electrical Equipment (Safety) Regulations 1994 there is a requirement that all electrical appliances supplied or provided in the course of a business, are safe.

- The only practical way to demonstrate that portable appliances are safe is to have regular tests.

- There is no absolute requirement in law to have annual testing in a domestic property. However the Council can ask you at any time to demonstrate that all the electrical appliances in the property are safe.
- It is good management practice to have all of your portable appliances tested on an annual basis by a competent electrician or at the end of each tenancy.
- Written records of findings should be kept along with notes of any action taken as a result of the report. It is good practice to attach a label to each appliance as it is tested with the date, the tester's name, and whether the appliance has passed the safety test. Your insurer may wish to see evidence of such good practice in the event of a claim.
- All portable appliances provided by the landlord need to be included, including refrigerators, washing machines, microwave ovens, kettles, irons, TVs, lawn-mowers and the like. Appliances abandoned by previous tenants and not removed by the landlord will be regarded as belonging to the landlord. The rules do not extend to items brought in to the property by tenants. However landlords should consider asking tenants to have their electrical appliances tested.
- Failure to provide **an electrical installation condition report** will not lead to the refusal of a licence, but you would be asked to produce one within a specified period of time as a condition of the licence.
- As a condition of the licence, to ensure that the property is maintained in a safe condition, the council asks that the landlord can demonstrate that the electrical installation and accessories (e.g. socket outlets, switches etc.) are regularly tested and any deficiencies that are found are remedied.
- As fixed installations are less likely to develop faults, the council asks that this is done on a five-yearly basis. Landlords should use common sense to identify electrical installation problems before they become a serious hazard.
- Written records of findings should be kept, along with notes of any action taken as a result of the report.

Fire detection and warning systems, and emergency lighting systems are reliable, provided that they are properly maintained. The effectiveness of a system can be affected if it is damaged, and all systems will naturally deteriorate over a period of time, for instance through the build up of dust or cobwebs in the detectors, and the gradual loss of electrical capacity within the back-up batteries.

- It is important that the systems are regularly tested. As the proposed Licence Holder or proposed Manager of a HMO, you should be familiar with how the systems operate, how to recognise faults, and how to put them right.
- You should therefore be carrying out your own regular checks as part of an overall fire safety risk assessment. In addition to these checks, it is necessary for the systems to be thoroughly checked and tested at least every twelve months by a

suitably competent person, such as a qualified electrician or specialist fire alarm engineer.

- You are therefore asked to submit the latest test certificates or reports from such a competent person with your licence application.
- If you do not have such reports available, but you will be asked to produce them within a specified period.

The **Furniture and Furnishings (Fire)(Safety) Regulations 1988** cover items which contain upholstery, such as beds, headboards, mattresses, sofa-beds, nursery furniture, garden furniture which can be used indoors, scatter cushions, seat pads and pillows, and loose and stretch covers for furniture.

- If you provide any of these items, they must be capable of passing the match- and cigarette-resistance tests, and be filled with specially treated foam which burns more slowly.
- The only practical way of assessing this is to rely on labels sewn into the items during manufacture. Unless you can provide sound evidence that items of upholstered furniture will meet the ignitability tests, you should only answer “yes” to question 8.11 if all the upholstered furniture you provide has an appropriate fire resistance label. (**See also Section 2 Page 9 – Glossary of Terms**)

Part 8

For the purposes of licensing, **storeys** include: **basements** if they are used, or are capable of being used, for habitation, or if tenants have regular access to them, such as for use as a games room.

- **Attics, lofts, etc. mezzanine floors**, that is, floors constructed between the main floors of a house. The law in this matter is not clear, but the Council takes the view, that, for the time being, a few steps between, for example, the front and rear of a house will not constitute an additional or mezzanine storey. A single change in level not exceeding 1 metre between two parts of a house will not be regarded as a mezzanine floor.
- **Habitable rooms** means rooms capable of being used for everyday activities. Such rooms would include all living and sleeping accommodation but would exclude kitchens, bathrooms, porches, and unconverted basements.
- **Sleeping accommodation** means rooms within the house in which a bed or beds or other furniture for sleeping are provided.
- **Living accommodation** means rooms in the house which are used for everyday living activities. Living accommodation excludes kitchens, bathrooms, uninhabitable rooms, hallways, landings, stairwells, passages and cupboards. Living accommodation includes Living Rooms, Dining Rooms, Studies, Games Rooms & Sports Rooms. Where a room has a dual function, in that it is used both as a bedroom and a living room, it should be classed as sleeping accommodation.

- **Flats** means a room or a set of rooms within the property which provide most, or all, of the essential elements of a home, being sleeping accommodation, living accommodation, bathroom and kitchen facilities. Flats will be regarded as self-contained if they contain all four elements behind one door. If they share a bathroom or kitchen with another flat, they will **not** be regarded as being self-contained.
- A suitable **heater within a bathroom** means heating which is safe to be used in a damp environment, and which is capable of raising the temperature of the room to a comfortable level within a reasonable period. Heaters in shared bathrooms must not be coin-operated. Running costs must be met out of general rental income.
- There are good reasons to ensure that your property is well insulated and draught-proofed. However, for the purposes of this application, the Council just wishes to know whether the **roof space above every upper storey room** is insulated.

Management of the property

- These guidelines are to ensure that you understand the rules and regulations applying to HMOs, and that you have procedures in place to deal with events which might cause problems. Operating a HMO is a business, and needs to be treated as such.
- Your tenants are entitled to good safety standards, and to live comfortably, in a well-ordered property with all the amenities they reasonably require. You need to demonstrate that you have thought carefully about all the laws and standards, and that you have planned to cope with all reasonably foreseeable events.

Parts 9 and 12

These parts are a checklist so that you can be sure that you have included all of the appropriate information, certificates and other documentation as required. **Please do not provide original certificates and ensure that copies are to be legible.**

Part 11

This form asks for personal details about the proposed Licence Holder for equal opportunity monitoring purposes. The information gathered will help your local Council in its aims of delivering a fair and equitable service.

Section 2 - Glossary of Terms

Important Words and Phrases

Agent means someone appointed by the landlord to carry out some or all of the duties on behalf of the landlord. This could be a professional property Manager, associate or relation of the landlord. The agent may be paid by the landlord.

Authorised expenditure means having the power to agree that money can be spent on items, work, materials, etc. that are reasonably necessary for the proper management of the property, without having to seek approval from a landlord, owner or any other person. That is not to say that approval from some other person should not be sought provided that it does not cause undue delay having regard to level of the expenditure and the urgency of the requirement

Basic Disclosure and Barring Service Declaration (BDS)

- These are available for all types of employment, voluntary positions or other purposes not covered by the higher-level disclosures. This level of disclosure contains details of convictions considered 'unspent' under the Rehabilitation of Offenders Act (ROA) 1974 and held on the Police National Computer. The basic disclosure is applied for, and issued to, the individual concerned.
- Information about criminal records will be used as part of the process of determining an applicants' suitability to be the proposed Licence Holder or proposed Manager of a HMO. The council will also take other details and information into account. Therefore it will not necessarily be the case that a licence will be refused if a criminal record is declared. (See Appendix 1 below on how to obtain a **Basic Disclosure and Barring Service Declaration**).
- **Building Regulations approval** means a document issued by the Local Authority which, following the submission of plans and / or specifications, indicates that any work to be undertaken in the property, which requires Building Regulation approval, has been assessed by the Local Authority, and approval has been given to the works proceeding.
- **Building Regulations Completion Certificate** means a certificate issued by the Local Authority which indicates that the specified building work in the building has been completed to a standard which complied with the Building Regulations in force at the time the work was done.
- **Certificate of Electrical Inspection** means a certificate completed and signed by a competent person indicating the state of the electrical installations, electrical switchgear and accessories, and all fixed and portable electrical appliances provided by the landlord. Appliances provided by the landlord include any appliances left by previous tenants and not removed by the landlord.
- **Companies House Registration Number** is a number given to companies and limited liability partnerships when they register at Companies House. It is normally an eight digit number, although the first digits may be replaced with letters.

- **Competent person.** Landlords should ensure that the inspection is carried out by a person qualified to inspect the types of equipment installed in the house.
- In respect of **gas safety inspections**, a person with the appropriate qualification (ACOPS). Note that simply being Gas Safe Register registered is not sufficient qualification in itself.
- In respect of **electrical safety inspections**, a person qualified to at least the AQA VRQ standard for domestic electrical installations. Such a person should be competent to issue a report with findings showing that the installation has been inspected and tested to BS 7671. The person must subscribe to an accreditation scheme administered by an approved body. Approved bodies currently include:
 - BRE Certification Limited
 - NICEIC Certification Services Limited;
 - British Standards Institution;
 - NAPIT Registration
 - ELECSA Limited.
 - or anybody approved by the Building Regulations Advisory Committee (BRAC).

In respect of **fire detection and warning systems and emergency lighting systems**, a person qualified as for electrical safety inspections described above or having an appropriate qualification in fire safety engineering.

Create a tenancy means to let a property (or part of a property) to a tenant under the terms of an agreement and without further reference to a superior landlord.

Emergency Lighting means a system of battery-powered lights complying with British Standard (BS 5266) Part 1 or equivalent, where the battery is continuously trickle-charged from the mains supply. The lights are located on the fire escape route and are designed to operate if the primary lighting sub-circuit fails.

Fire Detection and Warning system means a system of smoke and / or heat detectors and sounders, properly designed, and installed to comply with one of the following British Standards:

- BS 5839 Part 1 L2
- BS 5839 Part 6

Fit and proper person

When a landlord or proposed Manager makes an application to license a HMO, we are required to carry out checks to make sure that the proposed Licence Holder, and any other person involved in the management of the property, is a suitable person to carry out such duties.

In deciding whether someone is **'fit and proper'**, the Council must take into account:

- any previous convictions relating to violence, sexual offences, drugs and fraud
- whether the proposed Licence Holder has broken any laws relating to housing or landlord and tenant issues
- whether the person has been found guilty of unlawful discrimination
- whether the person has previously managed HMOs that have broken any approved code of practice.

In most cases, the declaration signed in Part 2 for the proposed Licence Holder or Part 4 for the proposed Manager, will be accepted as being sufficient for establishing that the proposed Licence Holder or proposed Manager (if different) are fit and proper persons.

If, however, the property to be licensed accommodates vulnerable persons, then supporting information will usually be required. This type of property is classified as supported accommodation, where additional services are required that are appropriate to the needs of the residents. In such cases, the proposed Licence Holder and proposed Manager will be required to provide a **Basic Disclosure and Barring Service Declaration**.

Freehold means the same as owner i.e the person entitled to sell the property.

Furniture and Furnishings (Fire) (Safety) Regulations 1988 are regulations which require that all upholstered furniture which is offered for sale, for hire, or is provided in furnished privately-rented accommodation, must comply with certain standards of fire safety.

Gas Supply means a supply of piped gas to the house.

Habitable Room means rooms capable of being used for everyday activities. Such rooms would include all living accommodation and sleeping accommodation, but would exclude kitchens, bathrooms, porches, and unconverted basements.

HMO means House in Multiple Occupation. A HMO is a building, or part of a building, such as a flat, that is:

- is occupied by more than one household and where more than one household shares, or lacks, an amenity such as a bathroom, toilet or cooking facilities; **or**
- is occupied by more than one household and which is a converted building but not entirely self-contained flats (whether or not some amenities are shared or lacking); **or**
- is converted self-contained flats, but does not meet, as a minimum standard, the requirements of the 1991 Building Regulation, **and** at least one third of the flats are occupied under short tenancies.

The building also has to be occupied by more than one household as their only or main residence, or as a refuge for people escaping domestic violence, or by students during term time, or for other purposes prescribed by the government.

Household

The following are 'households' for the purposes of the Housing Act 2004:

- a single person or members of the same family living together
- couples married to each other, or living together as husband and wife, or in an equivalent relationship in the case of persons of the same sex

- relatives living together, including parents, grandparents, children, step-children, grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins.

Half-relatives will be treated as full relatives.

A foster child living with his foster parent is treated as living in the same household as his / her foster parent.

Domestic staff are included in the household if they are living rent-free in accommodation provided by the person for whom they are working.

- Three friends sharing together are considered three households.
- If a couple are sharing with a third person, that would comprise two households.
- If a family rents a property, that is a single household.
- If a family have an au-pair to look after their children, that person would be included in their household.

Landlord means the person who has the legal right to let the property, and to create and terminate tenancies in the house. This could be by virtue of being the freeholder, being a leaseholder with rights to let, or as the result of some form of agreement with the freeholder. If no proposed Manager is appointed, then the landlord will also be the proposed Manager.

Landlord's Gas Safety Record means a form completed and signed by a properly qualified and competent person, indicating the state of repair and appropriateness of the gas installation and appliances. The report must cover the whole of the installation, and all gas appliances, including the necessary venting requirements.

Letting units means the number of units of accommodation you offer in the house. The number should be the same as the maximum number of tenancy agreements you might have at any one time. This could be different to the number of tenants as some units could be occupied by more than one person.

Living Accommodation means rooms in the house which are used for everyday living activities. Living accommodation is all rooms except kitchens, bathrooms, uninhabitable rooms, hallways, landings, stairwells, passages and cupboards. It includes Living Rooms, Dining Rooms, Studies, Games Rooms & Sports Rooms. Where a room has a dual function in that it is used as a bedroom and living room, it should be classed as sleeping accommodation.

Mortgage means a loan given by a lender under an agreement which is secured on the property.

Mortgagee means the person or financial institution who has granted a loan secured upon the property.

Mortgage Lender means the person, company or institution to whom loan repayments are made and who would be entitled to take possession of the property if loan repayments are not made.

Mortgagor is the person who borrows money from the mortgagee, and where the loan is secured on the property.

Owner means the person entitled to sell the property.

Person or Persons in respect of the number of people occupying the HMO means persons of all ages, including children. Give the number of people, including children, who live in the house, and the number that you anticipate will live there in the future.

Planning Consent means a document issued by the Local Authority which, following the submission of plans and / or specifications and / or information indicates that the building complies, or will comply, with the relevant planning criteria.

Planning Permission

If you are purchasing a property to run as a House in Multiple Occupation (HMO), you may need Planning Permission from Birmingham City Council Planning Control. HMO licensing legislation is independent of planning legislation, and the granting of a HMO Licence, or the acceptance of a licence application, should not be interpreted as any form of planning permission being granted.

If you are already operating a HMO, you may need to apply for a 'Certificate of Lawful Use'.

As a landlord or person having control of a property, it is your responsibility to seek the relevant permission for any works or alterations that you propose to undertake to the property. If you are unsure about whether you need to apply for planning permission, please contact:

Planning Control
Birmingham City Council
PO Box 28
Birmingham
B1 1TU

Tel: 0121 303 1115
Fax: 0121 303 4838
Email: planning.enquiries@birmingham.gov.uk
Opening times: Monday to Thursday 8.45am to 5.15pm, Friday 8.45am to 4.15pm

Proposed Licence Holder means a person entitled to apply for, or has been awarded, a licence in respect of the HMO. The proposed Licence Holder needs to be the person who can authorise, organize and pay for essential repairs.

- They must also be available for tenants to contact in case of problems that may arise with respect to the property, and they must have the means to resolve them. The proposed Licence Holder will often be the landlord, but it could be a manager to whom the rent is paid, and who has authority from the owner to effectively manage the property.
- Overall, it is the person in control of the property.
- A proposed Licence Holder may appoint an agent to control the property and to hold the licence if they are not considered to be a fit and proper person.
- This proposed Licence Holder should also be able to authorise and pay for works or repairs, as they will be liable for any breaches of the licence. Organisations that are landlords must nominate an appropriate person to be the Licence Holder.
- This person will be responsible for ensuring that there are no breaches of the licence

Proposed Manager means a person, or company, appointed by the landlord expressly for the purpose of managing the house. The proposed Manager could be an employee of the landlord. If no separate Manager is appointed, the landlord will also be the Manager. The proposed Manager will act under the instructions of the landlord and will have powers and

duties given to him / her by the landlord. The proposed Manager must have the following powers:

- to let to tenants, and terminate tenancies in accordance with the law
- to access all parts of the premises to the same extent as the landlord
- be authorised to approve expenditure of up to 25% of the yearly rental income of the property for necessary repairs.

The proposed Manager must be able to travel to the property within a reasonable time. unless there are other arrangements in place to cover every eventuality that may otherwise demand his or her presence.

Relevant Fire Safety Criteria in respect of upholstered furniture means that the covering material must be match- and cigarette-resistant, and the foam filling material must have been specially modified to make it burn less quickly.

- The type of furniture most likely to be subject to this requirement includes settees, armchairs, dining chairs, bed bases, mattresses, headboards, sofa beds, pillows and loose covers intended for use with upholstered furniture.
- Furniture which complies with this requirement should have a sewn-on label indicating compliance with the Furniture and Furnishings (Fire)(Safety) Regulations 1988. Mattresses and bed bases will not normally have such a label but instead should have a blue label indicating compliance with BS 7177:1991.
- All shops and wholesalers have been under a duty since 1990 to ensure that any such furniture they supply is fully compliant. Any furniture you have purchased since 1990 should therefore be satisfactory but you are advised to check this carefully, particularly if the furniture is second hand.

Sleeping accommodation means rooms within the house in which a bed or beds or other furniture for sleeping are provided. **(See also Living Accommodation page 10).**

Storeys means the number of floors, including basement floors, in the building which are capable in whole or part of being used for the purposes of habitation. Storeys used wholly for commercial purposes at, or above, ground level should also be counted. Note that this definition relates only to how storeys are counted for determining whether the HMO is licensable.

Terminating a Tenancy means to follow the steps allowed by law to bring a tenancy to an end.

Appendix 1

How do I obtain a Basic Disclosure and Barring Service Declaration.

Disclosure Scotland provide a basic disclosure for the whole of the UK that contains details of unspent convictions personal to an applicant. This type of disclosure is only issued to the applicant and may be used more than once.

Address: Disclosure Scotland, PO Box 250, Glasgow G51 1YU

Tel No: 0870 609 6006

Fax: 0870 609 6996

email: info@disclosurescotland.co.uk

Web: www.disclosurescotland.co.uk

There is a fee for this service. In order to make an online application for a Basic Disclosure, your current address must be in the United Kingdom and you must have been resident at this address for more than 12 months.

What if I already have a disclosure?

We are happy to accept an existing DBS declaration providing that it is less than six months old.

What if I have lived overseas?

The Disclosure and Barring Service do not have access to overseas criminal records. The bureau can, however, advise you on how to obtain equivalent information from the overseas authorities, where available.

How do I know that the information on my disclosure will be kept confidential?

The council must comply with the Disclosure and Barring Service / Disclosure Scotland Code of Practice, which is there to make sure the whole process works fairly.

Under the provisions of the code, sensitive personal information must be handled and stored appropriately and must be kept for only as long as it is necessary. The code of practice is published on the disclosure website. The council also has a policy on the use, storage and handling of this criminal records information.

Appendix 2

You must let certain persons know in writing that you have made an application for a HMO Licence, or give them a copy of the application form. You can do this by completing the attached form (Appendix 3), and sending it to them. You will need to copy the form if notifying more than one party.

The persons who need to know about your 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, 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 Manager, if that is not you
- the managing agent, 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, e-mail address, or fax number, if any
- the name, address, telephone number, e-mail address, or fax number, if any, of the proposed Licence Holder, if it will not be you
- that this is an application under Part 2 of the Housing Act 2004 for a licence or (Part 3)
- 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 that the application will be submitted.

Appendix 3

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

¹To:

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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, Private Rented Services, P O Box 16589, Birmingham, B2 2JB

The application will be submitted on:²

The licence application is for the property known as:³

.....

Name:

Address:

Telephone number: Fax Number:

E-mail address:

Signed (Applicant for the licence)

The proposed Licence Holder is:

Name(s):

Address:

Telephone number: Fax Number:

E-mail address:

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