

M- Mandatory (HMO) Licence

This application will take approximately 45 minutes to complete.

Before you continue please ensure you read all the following information.

One licence is required per property.

The term of a HMO licence is for 3 years (unless revoked by the Council either with or without the licence holder's agreement).

HMO licences are non-transferrable. If a property is sold or the existing licence holder is no longer the most appropriate person to be the licence holder, a new HMO licence must be applied for.

You will also have the opportunity to attach certain documentation to this application form. It may assist if you have these documents saved in an easily accessible folder on your computer, tablet, smart phone, etc. You can attach any or all, of the following documentation, where applicable.

- Landlords Gas Safety Record (LGSR),
- Electrical Installation Condition Report (EICR),
- Fire Risk Assessment (FRA)
- Portable Appliance Test record (if applicable)
- Smoke alarm certification (if applicable),
- Emergency lighting certification (if applicable),
- Energy Performance Certificate (EPC)

If you do not provide the documents now your property will be prioritised for intervention from a Housing Standards Officer.

The HMO licence fee is £650 plus £30 for each additional bedroom. A £50 discount is available on the initial fee for applicants who were accredited with Wirral Council before the 28th February 2018, or are currently accredited with an approved third party scheme, these being either the National Landlords Association or Residential Landlords Association.

£200 of the total fee is payable upon submission of this application. The remaining balance is payable upon granting the licence.

The Council will endeavour to issue a licence as soon as possible after you have submitted all relevant documents with your application. This should take no longer than 8 weeks, however, if for any reason the licence has not been issued during this period, a licence will be automatically authorised and issued. The only exception to this will be applications deemed to be more complex and, with these particular cases, the period will only be extended once for a limited time and the applicant will be notified accordingly before the expiration of the original 8 week period.

PLEASE NOTE – It is suggested that after you have registered/logged in and before you start the application process please click on 'My Account' and complete the 'My Profile' section. Here you can enter information on other relevant persons who may have an interest in the property, such as other individuals, managing agents, mortgage providers, etc, that can be used in completing some fields in this application.

Please note: If you make a paper application there will be an additional £100 fee.

19 - Would you like to become a member of Wirral Council's Property Accreditation Scheme? (if you tick yes you agree for your details to be used in the processing and administering of your membership to the scheme).

Yes

No

3.9 - work/home telephone number

Grid for work/home telephone number (20 columns, 2 rows)

3.10 - Mobile telephone number

Grid for mobile telephone number (20 columns, 2 rows)

3.11 - Email address

Grid for email address (40 columns, 2 rows)

4 - Are there any other leaseholders?

Yes

No

4.0 - Are there any leaseholders?

Yes

No

4.1 Please separately provide the details for each leaseholder

Click the add another button to add further leaseholders

Leaseholder 1 details

4.2 - Leaseholder's name (first & last names, or organisation name)

Grid for leaseholder's name (40 columns, 2 rows)

4.3 - Postcode

Grid for postcode (10 columns, 2 rows)

4.4 - Address line 1

Grid for address line 1 (40 columns, 2 rows)

4.5 - Address line 2

Grid for address line 2 (40 columns, 2 rows)

4.6 - Town

Grid for town (40 columns, 2 rows)

4.7 - County

Grid for county (40 columns, 2 rows)

4.8 - Country

Grid for country (40 columns, 2 rows)

4.9 - Work/home Telephone number

Grid for work/home telephone number (20 columns, 2 rows)

4.10 - Mobile telephone number

Grid for mobile telephone number (20 columns, 2 rows)

13 - Please provide details of who the rents get paid to

5 Fit and proper person declaration

The proposed licence holder and manager should complete this section honestly and in full, disclosing details of any offences or convictions.

We must be satisfied that the person applying for a housing licence is a "fit and proper person" to hold a licence. This will include any person associated or formerly associated with the proposed licence holder who may have committed any offences listed below. The test is applied to any person managing the premises and any director or partner in a company or organisation, which owns or manages the property. Not all convictions are relevant to a person's role as an operator of a property.

"Associated", for the purpose of this application, means any person(s) connected to the proposed licence holder whether on a personal, work or other basis.

Important Notes: Under the Rehabilitation of Offenders Act 1974, there is no requirement to provide details about previous convictions which are now "spent".

The licence holder must have a registered address in the UK.

In determining whether an applicant is 'fit and proper' the council must take into account any evidence found that the person applying for a licence has not committed any offences or breached anything under the following provisions:

- i. Criminal Offences involving: Fraud, Dishonesty, Violence, Drugs, Schedule 3 of the Sexual Offences Act 2003
- ii. Practices unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in connection with a business.
- iii. Contravened any provision of housing and/or landlord and 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. Contravened any Approved Code of Practice (CoP)
- v. Any criminal offence or subject to any other proceedings brought by a local authority or other Regulatory Body (e.g. breaches of the Environmental Planning Act 1990, planning control or compulsory purchase proceedings or fire safety requirements)?

Does the Proposed Licence Holder or Manager :-

1 - Have any unspent convictions that may be relevant to either party's fitness to hold a licence, or fitness to manage the HMO or house, and in particular any such offences relating to fraud or other dishonesty, violence, drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003?

Yes

No

1.1 - Please provide details and dates

2 - Had a finding by a court or tribunal made against them for practising 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

2.1 - Please provide details and dates

3 - 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 them (and which in relation to criminal proceedings is unspent)?

Yes

No

3.1 - Please provide details and dates

4 - Ever contravened any Approved Code of Practice (ACoP) under Section 233 of the Housing Act 2004?

Yes

No

4.1 - Please provide details and dates

5 - Does the proposed licence holder or the proposed manager, own or manage, or has owned or managed any property which has been:- a) the subject of a control order under Section 379 of the Housing Act 1985 in the five years preceding the date of the application? or, b) an Interim or final Management Order under the Housing Act 2004? or, c) any type of enforcement action in relation to Category 1 hazards under Part 1 of the Housing Act 2004?

Yes

No

5.1 - Please provide details and dates

6 - Does the proposed licence holder or the proposed manager, own or manage, or has owned or managed a property which has been refused a licence under the Housing Act 2004 namely a :- a) Part 2 mandatory or additional HMO licence, or b) a Part 3 selective licence, or c) had any licence in a) or b) revoked for breaching the conditions of the licence?

Yes

No

6.1 - Please provide details and dates

7 - Has the Proposed Licence Holder ever been declared bankrupt?

Yes

No

7.1 - Please provide details and dates

8 - Has the Proposed Licence Holder ever had, or currently have, County Court Judgements against them in the past 6 years?

Yes

No

8.1 - Please provide details and dates

9 - Does the Proposed Licence Holder have any outstanding debts with the Council?

Yes

No

9.1 - Please provide details and dates

10 - Has any person named in parts 1, 2, 3, or 4 of this application previously held, or do they currently hold, a licence for any other property in Wirral or any other local authority?

Yes

No

10.1 - Please provide the addresses of these properties and details of the local authorities that issued the licence

10.2 - Alternatively, you may upload this as a separate document

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

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6 Property details

1 - The approximate age of the original construction of the property?

- Pre 1919
 1919-1945
 1946-1964
 1965-1980
 1981-1991
 Post 1992

2 - How would you classify the type of property for which this application is made?

- House in Multiple occupation
 Flat in Multiple occupation

3 - How many storeys does the property have? (include commercial floors, mezzanine, attics and basements with living accommodation)

4 - Please tick all of the floors the property has:

- Basement (Occupied)
 Basement (Storage)
 Ground Floor
 First Floor
 Second Floor
 Third Floor
 Fourth Floor
 Fifth Floor
 Attic
 Other

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

- Yes
 No

6 - Please specify which floors are used for commercial purposes.

7 - Is the HMO to be licensed

- Purpose-built with its present design
 Converted from a previous residential dwelling
 Converted from a non-residential structure

8 - How many self-contained flats have a lease over 21 years, and are not under the control of the applicant/licence holder/person in control (i.e. owner occupied)?

9 - Please state the flat numbers/names.

10 - Are there any other occupied structures within curtilage of the property? (e.g. garages, outhouses, sheds, or other structures)

Yes

No

11 - Please state the details.

8

Accommodation Details

1 - Are any of the habitable rooms considered an inner room

 Yes No

2 - How many lettings have exclusive use of a bath and/or shower?

2.1 - State which lettings have exclusive use of a bath and/or shower

3 - How many lettings have exclusive use of a WC?

3.1 - State which lettings have exclusive use of a WC

4 - How many lettings have exclusive use of a wash basin?

4.1 - State which lettings have exclusive use of a wash basin

5 - How many lettings have exclusive use of a kitchen

5.1 - State which lettings have exclusive use of a kitchen

6 - How many shared bathrooms/shower rooms are there that include a toilet and wash hand basin?

6.1 - How many persons share the bathrooms/shower rooms that include a toilet and wash hand basin?

6.2 - Are there enough bathrooms/shower rooms that include a toilet and wash hand basin? (Admin Only)

Yes

No

7 - How many shared bathroom/shower room are there, that do not include a toilet and wash hand basin?

7.1 - How many persons share the bathrooms/shower rooms that do not include a toilet and wash hand basin?

7.2 - Are there enough bathrooms/shower rooms that do not include a toilet and wash hand basin? (Admin Only)

Yes

No

8 - How many shared toilets and wash hand basins are there that are separate from a bathroom/shower room?

8.1 - How many persons share the toilets and wash hand basins that are separate from a bathroom/shower room?

8.2 - Are there enough toilets and wash hand basins that are separate from a bathroom/shower room? (Admin Only)

Yes

No

9 - How many sets of shared kitchen facilities are provided in the house?

10 - How many persons share the use of a kitchen?

11 - How many kitchen sinks are provided in the house?

11.1 - Please provide the size for each shared kitchen in m²?

12 - Are all kitchens equipped with? (tick all that apply)

A sink with draining board

Adequate supply of cold and constant hot water

Installation or equipment for cooking food

Electrical sockets

Worktops for the preparation of food

Cupboards for storage of food and cooking utensils

Refrigerator and freezer

Appropriate refuse disposal facilities

Appropriate extractor fans, fire blankets and fire doors

13 - Do all baths, showers, and wash hand basins have a suitable supply cold and constant hot water?

Yes

No

14 - Please provide details of all appliances that do not have a supply of cold and/or hot water.

10 Gas, electrical and fire safety

1 - Are there working gas appliances in the property provided by the landlord?

Yes

No

2 - Is there a current Landlord Gas Safety Record (LGSR) for the gas appliances in the property?

No

Yes

Yes, I want to attach it now

2.1 - Attach a copy of the current Landlord Gas Safety Record (issued within the last 12 months)

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

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3 - Are there any solid fuel appliances in the property?

Yes

No

4 - Does the property have any Carbon Monoxide Detectors?

Yes

No

5 - Have you had the fixed electrical installation to the whole property (sockets, lights, cookers, showers and any external circuits) inspected by a competent electrician in the last five years?

Yes

No

6 - Do you have a current Electrical Installation Condition Report (EICR) for the property?

No

Yes

Yes, I want to attach it now

6.1 - Attach a copy of your current Electrical Installation Condition Report (EICR)

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

1 0 / 6 . 1

7 - Do you supply any of your tenants with portable electrical appliances?

Yes

No

8 - Do you have a current PAT certificate for the property?

No

Yes

Yes, I want to attach it now

8.1 - Attach a copy of your PAT certificate.

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

1 0 / 8 . 1

9 - Has a fire risk assessment of the property been undertaken?

Yes

No

10 - Do you have a current Fire Risk assessment for the property?

No

Yes

Yes, I want to attach it now

10.1 - Attach a copy of the Fire Risk assessment

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

1 0 / 1 0 . 1

11 - Does the property have smoke alarms/detectors fitted?

Yes

No

12 - Do you have a copy of the smoke alarm certification?

No

Yes

Yes, I want to attach it now

12.1 - Attach a copy of the certificate

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

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13 - Does the property have heat alarms/detectors fitted?

Yes

No

14 - Location of the heat detectors within the property?

15 - Has the property been fitted with emergency lighting?

Yes

No

16 - Do you have a copy of the emergency lighting certification?

No

Yes

Yes, I want to attach it now

16.1 - Attach a copy of the certificates

Please attach originals of the required documents to the application form. Write the reference number on each page of the documents, as written in the box below.

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17 - Is fire safety equipment provided, such as fire blankets, fire extinguishers?

Yes

No

18 - Does the property have fire doors fitted?

Yes

No

19 - Does all the upholstered furniture supplied by the Landlord or manager comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1998, as amended 1989, 1993 and 2010)?

Yes

No

Unfurnished

20 - I declare that any upholstered furniture supplied in the HMO or the house over which the proposed licence holder or manager has control meets the requirements of The Furniture and Furnishings (Fire) (Safety) Regulations 1998, as amended 1989, 1993 and 2010).

I Agree

6 - Have window locks been fitted?

Yes

Partial

No

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

Yes

No

13 Notification and Declaration

Please note that details of the licence holder and manager (if applicable) will appear on a public register in accordance with the Councils legal duties.

Please Note: the granting of a Part 2 HMO licence does not constitute planning permission. If your property is to be let to seven or more occupants, you may require additional permission for permitted development. If you are in any doubt as to whether or not the property requires planning permission you should contact the Economic and Housing Growth Department on 0151 691 8150.

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.

I DECLARE that the information contained in this application is correct to the best of my knowledge. I understand that I commit an offence if I supply any information to a local housing authority in connection with any of their functions of 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 reckless as to whether it is false or misleading.

FormDeclarationAccept - Please read the above statement before completing the application

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