



Lewes District Council



Guidance Notes for HMO License Application forms

(For filling in forms on online portal)

STEP 1

The application should take around 60 minutes to complete and you will be required to submit the following documentation with your application:

It will be necessary for you to upload the appropriate documents at various stages throughout the form.

- Full inspection report (EICR or electrical installation condition report)
- Gas safety certificate BS5839
- Test report relation to the fire detection system BS5266
- Test report relating to the emergency lighting system (if required)
- Furniture safety declaration (if required)
- Declaration of compliance with requirement for a fire safety risk assessment
- Recent portable electrical equipment test reports
- Planning/building control permission (if required)
- Floor plan of the building

Please ensure you have all documentation to hand before you commence the application as partially completed submissions or uploaded substitute documents with payment will not be accepted and the application will be considered to be incomplete.

Proposed Licence Holder*

Additional info

- If you are applying on behalf of someone else please select I am the Agent and provided the details of the main licence holder in the Proposed License Holder section.

Additional Contacts

Additional info

- All additional persons that are involved are required to be listed on this application.
- If the Proposed Licence Holder is a member of a limited company, limited partnership, registered charity or trust. Please add a contact for all directors, company secretaries, partners or trustees.



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- Any person who has agreed to be bound by a condition contained in the licence
- A person having control of the property
- Any freeholders or Leaseholders

STEP 2

Applicant and Ownership

Is there a mortgage on the property?

- The Local Authority is required by law to notify all interested parties of a housing licence application and may undertake land registry checks to verify interested parties. – YELLOW AND GREEN

Other properties and member of landlord organisation

All Properties (file)

- Please upload a file with all of the other properties listed or press Add below to provide the details for each property

STEP 3

Property Manager

Is the manager a member of a property redress scheme?

- If you manage property on behalf of someone else it is a legal requirement to be a member of a property redress scheme. Further information can be found at <https://www.gov.uk/government/publications/lettings-agents-and-property-managers-redress-schemes>

STEP 4

Property Details - NEW ONLY

*How would you classify the usage of the property? **

- A 'shared house' is a self-contained premise where the whole property has been rented out by an identifiable group of sharers such as students, work colleagues or friends as joint tenants. There is a single joint tenancy agreement and all the tenants will have exclusive legal possession and control of all parts of the house, including all bedrooms.

*How many stories does the property have? **

- A mezzanine floor is classed as a storey if it is being used as part of the living accommodation (i.e. it contains a living room, bedroom, bathroom, toilet, storage, boiler, meter position, etc).

*Please specify which floors are used for commercial purposes **

- Even if they are outside of your ownership/control – YELLOW AND GREEN



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Has there been any substantial building works or conversions carried out to the property?

- If the premises conversion/ use, as a HMO, has been subject to Planning Permission and/ or Building Regulation approval; please provide the relevant certificate(s) in the File Uploads section.

STEP 5

Occupants

How many individuals currently occupy the property (including children and babies)?

*

- Give number of individuals occupying the property at time of application. This includes babies, children, resident landlords and members of their family.

*How many households currently live at the property **

- The following are classed as households for the purposes of the Housing Act 2004: Couples married to each other or living together as husband or wife (or in an equivalent relationship in the case of persons of the same sex) Relatives living together, including parents, grandparents, children (and step-children), grandchildren, brothers, sister, uncles, aunts, nephews, nieces or cousins. Half relatives will be treated as full relatives. A foster child living with his foster parents is treated as living in the same household as his foster parents. Any domestic staff are also included in the household if they are living rent free in accommodation provided by the person for whom they are working. Therefore, three unrelated friends sharing together would be considered to be three households. A couple sharing with a third unrelated person would constitute two households. A family renting a property is a single household.

Is there anyone with an interest in the property living at the address

- State here if the proposed licence holder, owner or manager lives on the premises. This can affect the property's eligibility for licensing. It is also helpful to know if someone with more responsibility, such as an employee or relative lives on the premises.

*What is the proposed maximum number of occupants you would like the licence for **

- When the council issues a licence, it must state 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.

STEP 6

Accommodation Details - Floor Plans

Additional Information

In order to license a House in Multiple Occupation, the council has to obtain certain information about the property so that it can assess the size and type of property and



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what amenities and installation exist.

The plan must clearly show the room sizes, proportions and layout of the house, along with the location of the amenities and fire safety measures. Clear plans should be provided including all items listed below, the plan should be clear and legible or may lead to your licence application being delayed or invalidated.

Your plans must contain a separate page for each floor should contain the following:

- The address of the property and the date the plan was drawn
- The dimensions of the main rooms – front to back and side to side (in metres) plus an indication of the use of the rooms
- An indication of which storey is depicted (for example, ground, first)
- The location of all smoke and heat detectors, call points (break glass) and control panel
- The location of emergency lighting units (if provided)
- The position of wash hand basins, baths, showers, WCs and sink units
- The position of a fire blanket within each kitchen Identify the fire doors
- Any escape windows provided

If you have separate files for each floor please upload the additional files in the file upload section at the end of the application.

Accommodation Details

*Number Of Self Contained **

- A self-contained unit is one which as inside it a kitchen (or cooking area), bath or shower room and toilet for exclusive use of the household living in the unit. If the occupier needs to leave the unit to gain access to any one of these amenities, that unit is not self-contained.

*Please provide details of which baths, showers, sinks and wash hand basins do not supply cold and constant hot water? **

- There should be a satisfactory supply of cold and constant hot water from baths, showers, all sinks and wash hand basins.

Do all bathrooms and kitchens have a means of natural or mechanical ventilation

1. NOTE All kitchens and bathrooms require a form of ventilation.

How many bedrooms are there in the property

- Conditions require the licence holder— (a)to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres; (b)to ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres; (c)to ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres; (d)to ensure



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that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.

STEP 7

Heating and energy efficiency

Do all rooms (including all bathrooms) in the property have a source of heat?

- ALL rooms in the property (including kitchens and bathrooms) should comply with the condition of licence "The provision of whole house space heating in the property shall be capable of achieving a constant temperature of at least 18°C when the external temperature is -1°C. Electric convector heaters will not be acceptable as the main form of whole house heating system in any circumstances"

STEP 8

Gas, Electrical and Fire Safety

Are there gas fired appliances in the property?

- Every gas appliance provided in the property is subject to an annual gas safety check which must be carried out by a Gas Safe registered engineer. For more information about your responsibilities you can go to www.gassaferegister.co.uk. Please ensure up to date certificates are enclosed that confirm the safety of all appliances and the installation in the unit and /or property to be licensed. If there is gas at the property a GasSafe certificate must be submitted with the application form. The application will not be accepted without it.

*Gas Installation Certificate **

- Issued within the last 12 months

An EICR (Electrical Installation Condition Report) has been carried out within the last 5 years

- The provision of an EICR (Electrical Installation Condition Report) is a legal requirement to ensure that every electrical installation in the house is in proper working order and safe for continued use; and to supply the authority, on demand, with a declaration by him as to the safety of such installations. EICR are to be conducted at intervals of no more than 5 years.

Are all electrical appliances compliant with current safety regulations?

- Any person supplying electrical equipment must ensure it complies with the Electrical Equipment (Safety) Regulations 1994 and installation/testing must be undertaken by an approved installation company/contractor. Please confirm an inspection has taken place by an approved company/contractor by ticking the appropriate box and enclose a copy of the certificate, if applicable. All portable appliances provided by the landlord need to included, eg, washing machines, kettles, irons, refrigerators and TVs. Appliances abandoned by



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previous tenants and not removed by the landlord will be regarded as belonging to the landlord. The rules do not extend to items brought into the property by tenants. However landlords should consider asking tenants to have their electrical appliances tested, for the benefit of everyone's safety.

*Please attach a copy of your PAT certificate **

- It is not necessary to include appliances under 12 months old, note that receipts should be retained for any such items.

Has a fire risk assessment of the property been undertaken?

- Landlords of all licensed premises (HMOs included) are required under 'The Regulatory Reform (Fire Safety) Order of 2005', to have a written Fire Risk Assessment. The assessment of risk will apply to everyone who may be in the HMO (residents, staff and visitors) and it should include the 'significant findings' of the assessment and list what actions are necessary to remove or mitigate the risks that have been identified.

Does the property have an automatic fire detection system

- The presence of a suitable, properly installed and maintained Automatic Fire Detection and Alarm System (AFDS) is necessary to alert occupiers of the presence of a fire in its early stages, so as to enable them to evacuate to a place of total safety before the escape routes become blocked by smoke or directly affected by fire. The system should be capable of waking sleeping occupants, who might otherwise be asphyxiated by smoke before being able to escape. It should also alert occupiers of the presence of a developing fire in any hidden areas, such as boiler rooms, storerooms, cellars and other potentially unoccupied risk areas before that fire affects the escape route.

*Which type of fire detection is in the property? **

- Fire Detection and alarm Systems Grade A : a fire detection and alarm system with standby supplies and manual call. This comprises a system of electrically operated smoke and/or heat detectors which are linked to a control panel. In general the system must incorporate manual call points which should be located next to final exits, and, in larger multi-storey properties, on each landing. Grade D: a system of fire detectors and sounders (which may be combined in the form of smoke or heat alarms) connected to a common power supply with Coverage LD1: coverage: a system installed throughout the dwelling incorporating detectors in all circulation spaces that form part of the escape routes from the dwelling, and in all rooms and areas in which fire might start. LD2: coverage: a system incorporating detectors in all circulation spaces that form part of the escape routes from the dwelling and in all rooms or areas that present a high fire risk to occupants i.e. risk rooms

Has the fire emergency lighting system been inspected by a competent person:

- The licence holder shall arrange annual inspection and servicing of the fire alarm system and emergency lighting system by a competent and suitably qualified person and a log kept recording test details. For the purpose of this



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condition, a suitably qualified person means an individual or organisation that is accredited by a UKAS certified certification body, to carry out inspection and servicing of fire alarm system

Are fire blankets provided in ALL kitchens?

- Provision of fire blankets is recommended unless your Fire Risk Assessment justifies otherwise. 'Fire safety equipment' such as fire blankets and extinguishers where provided must be checked periodically and the correct sort of extinguisher must be provided. As a general guide fire blankets are required in kitchens and simple multi-purpose extinguishes should be provided in communal parts of the property. Note: For HMO properties maintenance of fire safety equipment is a mandatory requirement under HMO Management Regulations

Is the stairwell and escape route protected in the event of a fire?

- This would include any hallway or landing

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

- It is recommended to provide to occupiers a written Fire Procedure explaining clearly any fire precautions and the escape routes with actions to take in the event of a fire.

Does all upholstered furniture comply with the current fire safety regulations?

- All upholstered furniture provided with rented accommodation must comply with the Fire and Furnishings (Fire) (Safety Amended) Regulations 1988. This means that all furnishings provided within the tenancy must have passed cigarette and match ignition tests and the filling materials have passed the flammability tests. If the furniture complies it should have a label attached permanently within the lining giving details as appropriate.

STEP 9

Maintenance

Is there a maintenance programme in place for Safety measures:

- All fire precautions such as fire alarm systems, emergency lighting, fire fighting equipment, fire doors and partitioning are maintained in good working order and means of escape are kept clear and free from obstruction.

Is there a maintenance programme in place for Water supply and drainage:

- The water supply and drainage to the property should be in good clean and working order.



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Is there a maintenance programme in place for Fixtures, fittings and appliances:

- Fixtures Fittings and appliances - Fixtures such as handrails and banisters must be provided and kept in good repair, stair coverings must be in good order and securely fixed. Windows and other means of ventilation must be in good repair. All other fixtures, fittings or appliances are maintained in safe, clean and be in working order. Any out-buildings, yards, forecourts or gardens and their associated railings, fences or boundary walls must be maintained in clean and safe order.

Is there a maintenance programme in place Cleaning/Repair of living accommodation:

- In HMO properties all common parts (such as halls, corridors, stairways landings and shared amenities) should be kept in good, clean, decorative repair be in safe working order and free from obstruction. The manager of the HMO should also ensure any part of the HMO is kept reasonably clean and free from litter.

Is there a notice giving the name, address and telephone number of the person managing the Property displayed in a suitable position?

- It is a legal requirement of the HMO manager to ensure that their name, address and any telephone number are made available to each household in the HMO and these details are clearly displayed in a prominent position in the HMO

Are arrangements in place to carry out and cover the costs of both major and regular maintenance/emergency repairs?

- A licence holder must have the financial arrangements necessary to make sure that the property is properly managed and maintained.

STEP 10

Tenancy Management

Additional Information

Tenancy Agreement (or written details of the terms of tenancy) should be provided to tenants. This should include clauses for every part of the tenancy from rent amount and tenancy term to responsibility for garden maintenance and replacement of fixtures/fittings. It's advisable to seek legal advice when putting this together and it must be signed by both you and your tenants.



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Does the tenancy agreement include a clause relating to anti-social behaviour by the tenant, members of their household and visitors?

- The licence holder shall take all reasonable and practical steps for preventing and dealing with anti-social behaviour and undertaking a thorough process of reasonable and effective steps to deal with any complaints made by tenants or neighbours. Any tenancies granted after 1 March 2018 should include the following statement: "Nuisance and Anti-social Behaviour: Not to cause, or allow household members, or visitors to engage in anti-social behaviour, which means any conduct causing or capable of causing a nuisance or annoyance to the landlord, other occupiers, neighbours or people engaging in lawful activity within the locality."

Do you provide a receipt or statement recording each payment:

- Condition 12 of the licence requires that; Unless a tenant pays rent via direct debit or similar bank transfer, the tenant must be supplied with a receipt upon payment of rent which details the amount paid, the date of payment and the recipient of the payment, whether this is the manager, licence holder, agent or other relevant party. The receipt must be provided at the time the payment is made.

Do you provide to your tenants at the start of their tenancy with a 'How to Rent' government guide:

- 'How to Rent' government guide - You must provide the tenant with the current version of the Government's booklet, "How to rent: the checklist for renting in England" which you can find on www.gov.uk