

For office use:  
Tascomi ref:  
Officer:  
Date stamp:

**HOUSING ACT 2004  
APPLICATION FOR RENEWAL OF A  
HOUSE IN MULTIPLE OCCUPATION LICENCE**

**Section 1 - Contacts**

Address of the HMO or house for which the application is being made;		
		Postcode
The name, address, telephone number and e-mail address of:—		
The applicant	Mr/Mrs/Miss/Ms/ _____	
Forename(s)	Surname	
Address		
Telephone Number	Email	
Proposed licence holder		
As above <input type="checkbox"/>		
Mr/Mrs/Miss/Ms	Forename(s)	Surname
Address		
Telephone Number	Email	
Person managing the HMO or house;		
As above <input type="checkbox"/>		
Mr/Mrs/Miss/Ms	Forename(s)	Surname
Address		
Telephone Number	Email	
The person having control of the HMO or house		
As above <input type="checkbox"/>		
Mr/Mrs/Miss/Ms	Forename(s)	Surname
Address		
Telephone Number	Email	
Any person who has agreed to be bound by a condition contained in the licence		
As above <input type="checkbox"/> Not applicable <input type="checkbox"/>		
Mr/Mrs/Miss/Ms	Forename(s)	Surname
Address		
Telephone Number	Email	

**Section 2 – Fit and Proper Person test**

Please tick each section and provide details on a separate sheet where needed.

You must confirm:

(a) details of any unspent convictions that may be relevant to the proposed licence holder's fitness to hold a licence, or the proposed manager's fitness to manage the HMO or house, and, in particular any such conviction in respect of any offence involving fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003 **None**  **Details provided**

(b) details of any finding by a court or tribunal against the proposed licence holder or manager that he has practised 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; **None**  **Details provided**

(c) details of any contravention on the part of the proposed licence holder or manager of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against him. **None**  **Details provided**

(d) information about any HMO or house the proposed licence holder or manager owns or manages or has owned or managed which has been the subject of—

(i) a control order under section 379 of the Housing Act 1985 in the five years preceding the date of the application; or

(ii) any appropriate enforcement action described in section 5(2) of the Act.

**None**  **Details provided**

(e) information about any HMO or house the proposed licence holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of his licence;

**None**  **Details provided**

(f) information about any HMO or house the proposed licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Act. **None**  **Details provided**

Signed \_\_\_\_\_ Applicant

Signed \_\_\_\_\_ Proposed licence holder

Dated \_\_\_\_\_



The information you provide on this form will be used by Guildford Borough Council for licensing purposes. We may share your information and make any other necessary enquiries regarding your application with other departments and statutory organisations in relation to the application. Your personal information will be processed in line with Data Protection legislation and we will not disclose information about you to anyone outside the Council unless the law permits or requires us to.

We will retain your data for as long as it is required for our administrative use, after which it will be securely disposed of.

If you believe the data we process on you is incorrect you may request to see this information and, if necessary have it corrected or deleted. If you wish to raise a complaint you can contact our Data Protection Officer at the address below. If you believe we are not processing your data lawfully you can complain to the Information Commissioner's Office (<https://ico.org.uk/>). Further details are available on our website - <https://www.guildford.gov.uk/dataprotection>, or from the Information Rights Officer, Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).

## Notes

### Section 1

Please complete the details of the house to be re-licensed and the applicants contact details.

The proposed licence holder can be another person (they will also need to sign section 2).

Please confirm the managing agent. The person having control of the house is the owner who receives the rack rent. We normally assume a licence should be issued to the owner.

Another person might agree to be bound by conditions in the licence. They would have been notified if this was the case with the existing/previous licence.

### Section 2

The Housing Act requires you to notify the council of anything listed on this page, which might affect your suitability to be licence holder or manager. If the licence holder is not the applicant, both must sign this page. If any of the criteria listed apply, you must provide details with the application.

### Section 3

You must confirm that the property has not changed since your last application. If there are any changes you must provide details.

Legal requirement to declare the application

You must let certain persons know in writing that you have made this application or give them a copy of it. The persons who need to know about it are—

- any mortgagee (the mortgage provider) of the property to be licensed
- any owner of the property to which the application relates (if that is not you) such as 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. This DOES NOT include 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 managing agent (if any) (if that is not you)
- any person who has agreed that he will be bound by any conditions in a licence if it is granted.

You must tell each of these persons—

- your name, address telephone number and e-mail address or fax number (if any)
- the name, address, telephone number and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you)
- that this is an application for an HMO licence under Part 2 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

An example of a form you can use to do this is attached, send this to the relevant person, not to the council.

You must also tell us who you have informed and their contact details by completing the declaration in section 3.

**Enclosures**

You must provide with your application

Current gas safety certificate (tick here if there is no gas on site  )

Current electrical safety report (less than 5 years old)

If you do not yet have these, send in the application without and confirm they will follow.

Payment made by calling 01483 505050.

Our current fees are

Standard fee	£630.00	<input type="checkbox"/>
Fee for members of a recognised landlord association	£605.00	<input type="checkbox"/>
Fee for members of the Guildford Lettings Accreditation Scheme	£580.00	<input type="checkbox"/>
Fee for late applications*	£750.00	<input type="checkbox"/>

\*An additional £120.00 may be charged where an application is incomplete.

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Example form to be sent to interested parties (not the council):

To:

An application for an HMO licence has been made to Guildford Borough Council under Part 2 of the Housing Act 2004. The address of the property to which the application relates is :

Name of the proposed licence holder,	<input type="text"/>
address of the proposed licence holder,	<input type="text"/>
telephone number of the proposed licence holder	<input type="text"/>
e-mail address or fax number (if any) of the proposed licence holder	<input type="text"/>

Guildford Borough Council can be contacted on 01483 444  
277 Millmead House, Millmead, Guildford GU2 4BB  
RegulatoryServices@guildford.gov.uk