

## HMO licence application – Guidance notes

### Misrepresentation

An application for a House in Multiple Occupation (HMO) licence is a serious matter and should be regarded in the same manner as applications for other licences such those required for the sale of alcohol, provision of entertainment or to operate a hackney carriage.

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining an HMO Licence. Evidence to support any statements or information made in the HMO Licence application may be required at a later date. If the Council subsequently discovers something which is relevant and which you should have disclosed or which is incorrectly or imprecisely stated or described, the licence may be cancelled or other action taken. This may affect other HMO licences with which you have any connection.

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## 1. Before you begin

We recommend you register for your Idox ID BEFORE applying for a licence. This will allow you to save as you go and return to your unfinished application anytime you wish.

Once you clicked on [Online application](#), to register, click **log in to save** (right top corner on the application)

New HMO - Before you begin

Log in to save

### Before you begin

Register for an account to allow the form to be saved as you progress. Creating an account is free and enables you to return to the form at a later time to complete the submission.

You do not need to create an account to submit the application but you will not be able to save your progress and return to the form at a later time.

[Previous](#)

[Next](#)

and then go to **Register for an Idox ID**

Log in

Once logged in your progress will be saved automatically allowing you to return at any time to complete your form.

OR

Register for an Idox ID

An Idox ID is a secure user account registered with Idox that allows you to save your progress and to view your previous submissions to the authority.

Once you have registered, you will receive a confirmation email. Please ensure you follow the instructions on this email before logging back in to start your online application.

You can exit the application at any time by closing your browser. When you log in, please note it will say 'Saved as Draft' in the top left hand corner of your application; if it does not say that, you have not logged in after registering.

To return to your saved application, close all open pages on your browser and then click on ['Return to saved applications'](#).

If you have any problems with the application form, please contact Idox Helpdesk on: [servicedesk@idoxgroup.com](mailto:servicedesk@idoxgroup.com) or by tel. (7p per minute) on 08447 254 333

## 2. Type of Application

**Mandatory** – National scheme – from the 1 October 2018, all HMOs occupied by 5 or more occupants sharing facilities will require a licence to operate.

**Additional** – Local scheme, Bath City - HMOs occupied by 3 or 4 tenants sharing facilities may require an Additional licence.

## 3. Date property became a licensable HMO

The date the HMO becomes licensable is dependent on a number of factors, see below:

### **Mandatory**

- If the HMO is 3 or more storeys and occupied by 5 or more tenants then it became licensable the date your tenants moved in.
- If the HMO is less than 3 storeys and occupied by 5 or more tenants then it becomes licensable from the 1 October 2018 or the date your tenants move in, if after this date.

### **Additional**

- If the HMO is occupied by 3 or 4 tenants, and located within the city of Bath then it becomes licensable under the B&NES expanded Additional HMO scheme from the 1 January 2019, or the date your tenants move in if after that date.

### **Buying a licensable HMO**

- If you are buying a licensable HMO with the tenants in situ, the completion date of sale should be entered as the property would be considered licensable on this date. If the property is empty, enter the date your tenants move into the property.

## 4. Applicant's details

The applicant in most cases will be the proposed licence holder. However, other persons including the managing agent may be the applicant; they will have to sign the application form and declare that all the information is correct.

We would however advise that the proposed licence holder(s) apply, due to the requirement of DBS checks and Fit and Proper declarations being submitted for the proposed licence holder(s) with **every** application, regardless of whether another application has been submitted.

### **Applicant statements**

Below is a list of statements that can be found on the application. By reading the statements the applicant must select the statement that they identify with. Next the applicant must select a statement relating to 'Proposed Licence Holder and Managers' and dependent on what the applicant has previously selected, they must select the relevant statement as identified below.

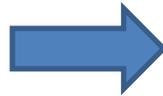
For example, where the applicant identifies as '**This is a Joint Application, I am one of the applicants**' then they must select '**There are multiple people with responsibility for this property or I am completing the form on behalf of the Proposed Licence Holder.**'

**Applicant statement**

**Applicant should select:**

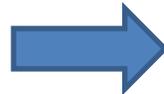
**Proposed Licence Holder and Managers**

I am completing the form on behalf of the Proposed Licence Holder(s)  
*This should be selected by Managing agents or anyone that is completing the form on behalf of the proposed licence holder*



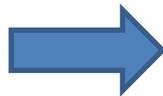
There are multiple people with responsibility for this property or I am completing the form on behalf of the Proposed Licence Holder.  
*This is where there are one or more licence holders and/or separate managers.*

This is a Joint Application, I am one of the applicants  
*This should be selected when there are more than proposed licence holders*



There are multiple people with responsibility for this property or I am completing the form on behalf of the Proposed Licence Holder.  
*This is where there are one or more licence holder and/or separate managers.*

I am the Proposed Licence Holder – There are other people involved in the management of the property  
*This should be selected when there are more than proposed licence holders*



There are multiple people with responsibility for this property or I am completing the form on behalf of the Proposed Licence Holder.  
*This is where there are one or more licence holder and/or separate managers.*

I am the Sole Applicant (the proposed licence holder who collects the rent and has sole responsibility for managing the property).  
*This should be selected when there is only one proposed licence holder, who also manages the property themselves.*



I am the Sole Applicant (the proposed licence holder who collects the rent and has sole responsibility for managing the property).

## 5. Proposed licence holder

A separate signed fit and proper person (F&PP) declaration must be submitted with every application.

By signing the F&PP declaration, that person must be confident that any person appointed to assist in the management of the property, including key holders, would be able to sign the declaration themselves.

A **basic Disclosure and Barring Service (DBS) certificate** from all proposed licence holders is also required. The DBS check must be dated within 3 years of being received by Housing Services. To obtain a basic BDS check, go to: <https://www.gov.uk/request-copy-criminal-record>

Where the licence holder is a business or organisation, then a DBS check will be required from the director(s) of the company or where directors have specific roles, the director with management control of the HMO. Also a manager of the local office would be required to submit the DBS certificate. A F&PP declaration from the director (or other responsible person on behalf of the company, charity or trust) and the local office manager is required. Any employee who is involved with the management of the HMO can be regarded as an 'associate'. Consequently, in signing the declaration, the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting a DBS check.

### **Managers (including managing agents) that are not the licence holder:**

If the manager/agent is also the proposed licence holder then they must follow the above guidance relating to proposed licence holders.

Where a company or managing agent manages a licensable HMO they too must be fit and proper. If the managing agent operates out of more than one office, then the manager of the local office that manages the property must submit a F&PP declaration signed on behalf of the company and the local manager must also submit a DBS check dated within 3 years. Any employee who is involved with the management of the HMO can be regarded as an 'associate'. Consequently, in signing the declaration, the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting a DBS check.

**Where a manager is employed, it is the responsibility of the applicant to either obtain a signed F&PP declaration and DBS check from them to submit with the application OR check with said manager that a F&PP has previously been submitted within the last 6 months to Housing Services and that Housing Services have also seen their relevant DBS certificate.**

Fit and proper person declarations can be downloaded from here - click on the link: [Individual](#) or [companies](#). Where the application is coming from a sole applicant who is also the licence holder and manager, then the F&PP declaration form is incorporated within the application.

## 6. The Manager

The Licence Holder may also be the Manager. The manager is the person or company that is in control of the property day to day and is responsible for tenancy and maintenance issue.

Please note that any manager must also be considered fit and proper by this Council and be DBS checked see point 8.

## 7. Registered address v Trading address

The registered address is the official contact address for a company as listed with Companies House, it serves as the official contact address for delivering official documents.

The trading address may be different and is the address of the premises the company/business operates from.

## 8. Fit and Proper Person test

Before granting a licence the local authority must be satisfied that the licence holder, manager and any other person involved in managing the HMO is fit and proper.

We require a separate signed **fit and proper person (F&PP) declaration** and a **basic Disclosure and Barring Service (DBS) certificate** from all proposed licence holders and managers (including managing agents) to assist us in making this judgement. The DBS check must be dated within 3 years of being received by Housing Services. To obtain a basic BDS check, go to: <https://www.gov.uk/request-copy-criminal-record>

By signing the F&PP declaration that person must be confident that any person appointed to assist in the management of the property, including key holders, would be able to sign the declaration themselves.

Where a business or organisation is to be the licence holder or manager then a DBS check will be required from the director(s) of the company or where directors have specific roles, the director with management control of the HMO. A F&PP declaration is also required and should be signed by the director or other responsible person on behalf of the company, charity or trust. Any employee who is involved with the management of the HMO can be regarded as an 'associate'. Consequently, in signing the declaration, the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting a DBS check.

**Where a company or managing agent operates out of more than one office, then an additional F&PP declaration and DBS check must be completed by the manager of the local office in control of/managing the licensable HMO.**

The local authority must have regard to any evidence that a person or organisation has committed any of the matters listed in the declaration that is contained in the application pack.

**Those signing the declaration should note** that any offences etc. committed by an associate or family member involved in the management of the property are also relevant.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. The local authority will consider each offence and any mitigating circumstances on their relative merits.

A local authority can revoke a licence, if it no longer considers a licence holder to be fit and proper.

Similarly, the fit and proper person status can be removed from managers and anyone else involved in the management of the property or key holders. It would then be a breach of a licence condition, if that person continues in that capacity.

**Where a manager is employed, it is the responsibility of the applicant to either obtain a signed F&PP declaration and DBS check from them to submit with the application OR check with said manager that a F&PP has previously been submitted within the last 6 months to Housing Services and that Housing Services have also seen their relevant DBS certificate.**

Fit and proper person declarations can be downloaded from here - click on the link: [Individual](#) or [companies](#). Where the application is coming from a sole applicant who is also the licence holder and manager, then the F&PP declaration form is incorporated within the application.

## **9. Legal interest**

The details of all persons with a legal interest in the property must be provided; this includes all owners, freeholders, leaseholders and mortgage companies.

The application only recognises UK postcodes, so where an owner lives overseas enter the post coded of the HMO. Additional information can be scanned and uploaded with the application form.

## **10. Property management**

The Council must be satisfied that there are suitable management arrangements in place, especially when the licence holder is not local to the property. Satisfactory arrangements could include employing a local manager to deal with repairs and tenancy issues.

Tenants must have a 24 hour emergency contact name and telephone number in case of emergency or antisocial behaviour. This will be a licence condition.

**Are there arrangements in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order?**

The answer could be NO if no arrangements made.

If YES, the arrangements could include regular inspections of the HMO by the licence holder or manager.

**Please give details of any arrangements in place to ensure that the common parts (e.g. shared kitchens, stairwells, bathrooms) are kept clean and in good order.**

This could be a cleaning rota by the tenants.

**Do you have arrangements in place to cover the cost of repair work (e.g. a central heating boiler) if it became necessary? Please provide details of any arrangements that are in place to cover the cost of major emergency repair work (e.g. a central heating boiler) if it became necessary.**

There should be sufficient funds or arrangements in place to cover the cost of any works including major works such as replacing a defective boiler.

### **Storage of refuse and recycling**

Sufficient containers must be provided for household recycling and rubbish within the unit of accommodation and outside in an appropriate area. Additional recycling containers can be provided by contacting Council Connect on 01225 39 40 41 or [councilconnect@bathnes.gov.uk](mailto:councilconnect@bathnes.gov.uk). This will be a condition on your licence.

### **External area of property**

All reasonable steps must be taken to ensure any gardens and yards belonging to the licensed property are maintained in a reasonable condition and free from litter. Where the occupants are responsible for maintaining the outside space they must be provided with suitable and

sufficient tools to do this. Where tools are provided they must be allocated appropriate storage. This will be a condition on your licence.

## 11. The West of England's Code of Good Management Practice

By agreeing to follow this code provides supporting evidence that the proposed licence holder will have satisfactory management arrangements in place for the property. Persistent failures to abide by the code can lead to a licence being revoked.

### Conduct

The licence holder agrees to: conduct business with regard to the property and the tenancy in a reasonable and equitable manner and; to answer reasonable queries and issues raised by the tenants in a timely manner (in any event to respond within 5 working days of the query or issue being raised, emergencies should be replied to within 24 hours).

### Inventories

Licence holders to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

### Deposits

The Licence holder must comply with all statutory obligations regarding tenancy deposit protection if a deposit is taken.

**Repairs and maintenance** The Licence holder must carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is reasonably practicable to the following timescales:

- *Emergency repairs: 24 hours* (Affecting health or safety e.g. dangerous electrical fault, blocked WC, no hot water, etc.)
- *Urgent repairs: 5 working days* (Affecting material comfort e.g. no heating or fridge failure, serious roof leak, etc.)
- *Other non-urgent repairs: 20 working days.*

### Landlord and tenant matters

The licence holder must comply with all statutory obligations under housing and landlord & tenant legislation, in particular the landlord shall not harass or threaten a tenant. Any eviction process must be carried out in accordance with legal requirements.

Access to the property (for inspection, repairs, monitoring or other reasons) should only be by prior arrangement with the tenant and on having given 24 hours' notice (except in emergencies).

### Property Management

The licence holder must ensure that they comply with current statutory requirements relating to the safe management of the property including duties relating any asbestos containing materials, *Legionella* risks and to carry out a Fire Risk Assessment on the common parts of the property. Further information on minimum requirements are contained in the West of England Rental Standard [www.westofenglandrentalstandard.co.uk/standard](http://www.westofenglandrentalstandard.co.uk/standard)

### Pest Control

Where there is an infestation of pests in a licensed house in multiple occupation the licence holder must employ a competent pest control contractor to carry out appropriate treatments to eradicate any recognised pest species infesting the property.

### Neighbours

The Licence holder must take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The licence holder will provide occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems and will ensure that "To Let" or

“Let” boards are not left up as long-term advertising features (over 28 days); and to keep the external appearance of the property in a condition taking into account its age of the property, character and locality.

## **12. Details of the property**

A basement is any storey that is partly or wholly below street level. The ground level is usually the main entrance at street level. The first floor is the first floor above ground level and so on.

A basement counts as a storey, if it is used as part of the HMO; this includes storage or if it is used as the main entrance. If a basement has been constructed, converted or adapted for use as living accommodation, it counts as a storey, even though it might not be occupied. If the basement only contains service meters it will not count as a storey, as long as it is not also used for storage and is kept locked.

A basement used wholly for business purposes is not counted as a storey, but any other business storeys are counted.

A mezzanine is a floor located between the main floors of a building; it may be used as a bedroom, bathroom, toilet or other. It will be counted as a storey, if it means that one or more floor levels in the building are over 4.5m above the adjacent ground level.

Other partial floors may also count as a storey. For example, in some cases a small additional flight of steps can be found at the head of the main stairway to a further room, usually a bedroom or a room could be located at lower level at the base of the stairway in a back annexe, usually a kitchen. In these cases the storey will be counted if this consequently means that the uppermost floor is 4.5m above the adjacent ground level.

Attic rooms that are capable of being used as living accommodation count as a storey, even if they are not occupied. Otherwise, attics used solely for storage are not counted.

## **13. Safety Certificates**

Please provide a current gas safety certificate dated within the last 12 months and a satisfactory domestic electrical installation report dated within the last 5 years. Where installed, the testing and inspection certificate for mains panel controlled fire alarm, (dated within 6 months).

Evidence must be provided that any defects shown have been resolved; they can be uploaded later in the application.

## **14. Further details of Property**

### **Individual lettings**

A group of 5 tenants on 1 tenancy agreement is 1 individual letting. Whereas 7 tenants on 7 separate tenancy agreements has 7 individual lettings.

### **Self-contained unit**

A self-contained unit is a dwelling or a part of a dwelling which has been constructed or adapted for use as separate living accommodation. Self-containment is where all the rooms (including kitchen, bathroom and toilet) in the living accommodation are behind a single door. There will be no sharing of facilities between units.

Therefore a property which contains 2 self-contained flats and the HMO, would be classed as has having 3 self-contained units.

A terraced house with 5 individuals, sharing all facilities would be classed as 1 self-contained unit.

### **Number of households**

A household consists of family members/co-habiting couple. Where a couple is sharing with 3 unrelated individuals, the property comprises 5 individuals and 4 households.

### **Number of occupiers in the property**

All occupants should be counted including children.

### **Facilities within HMO**

Enter the number of each facility where requested.

Sinks – where there is 1½ sinks in the kitchen, enter 1.5.

Fridges and Freezers - enter the number of work top height fridges or freezers in the property. Where there is a full height fridge then this will count as 2 fridges, alternatively if there is a full height fridge/freezer this will count as 1 fridge and 1 freezer.

## **15. Furniture and Furnishings (Fire)(Safety) Regulations 1988**

The following types of furniture (if they contain upholstery) are included in the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended): Settees, chairs, bed bases, mattresses, headboards, children's furniture (Inc. prams and pushchairs), stools, dining chairs and sofa beds, cushions, pillows as well as fitted or loose covers for upholstered furniture. Curtains and bedding are not included and furniture made before 1950 is exempt, even if it has been re-upholstered.

All new furniture bought after 1st March 1990 should comply.

Most new furniture must have a permanent label attached showing compliance. If it bears the warnings: "Covers are not match resistant" or "Caution – careless use of matches could set fire to this furniture" the furniture will not comply. Permanent labels were never required for bed bases or mattresses. However, a blue label indicating compliance with BS7177:1991 should be evidence of fire safety compliance. Further information is available from the local authority Trading Standards section.

## **16. Fire precautions**

### **Fire/smoke alarms**

It is not necessary to have all fire precautions in place before a licence is granted. However, you are strongly advised, in the meantime to have as a minimum, interlinked battery smoke detectors throughout the common parts and interlinked heat detectors in shared kitchens and any bedsitting rooms with kitchen facilities; any self-contained flat should be linked into the system with a smoke detector. If the licensing standard is not met, it will be a condition of the licence that the standard is met and this will involve a hard-wired system, as battery detectors are not acceptable.

Identifying the type of detection that is fitted:

**Battery operated only** - there are two types of these alarms: sealed battery alarms (it says on the head that there is a 10 year battery inside) and changeable battery alarms.

**Mains wired** – this is an interlinked fire detection system – press the button on one to test and all other smoke alarms should sound as well – you might need two people to check.

**Mains wired standalone** - when you press the test button, no other alarms would sound.

**Mains panel controlled** – there should be a panel showing different zones. This system is usually wired but sometimes the wireless detectors are connected to a mains wired panel.

**Note:**

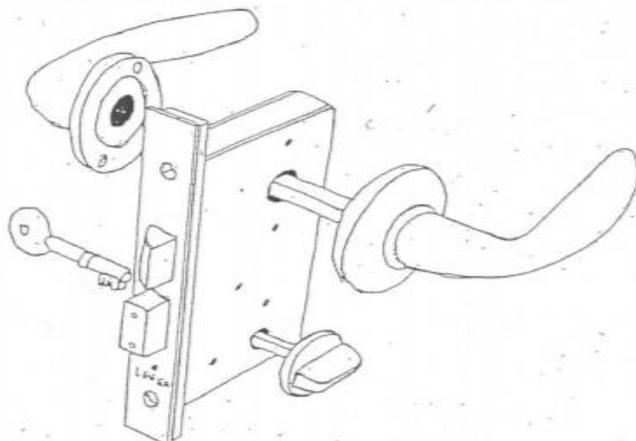
Where there is a mixture of battery and mains alarms only enter the details of the mains alarms.

**Door locks**

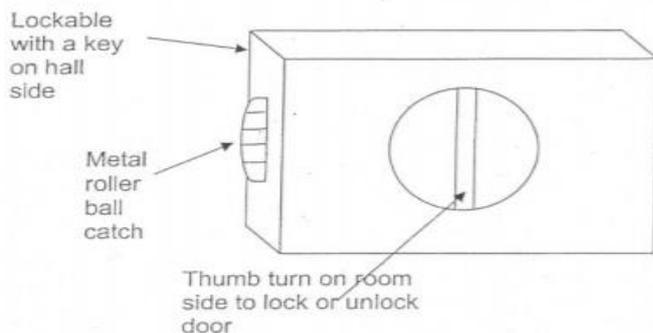
Locks on final exit door and bedrooms (where required) must be openable without the use of a key i.e. thumb lock.

ACCEPTABLE LOCKS FOR FIRE DOORS & DOORS ON EXIT ROUTE

A SECURITY LOCK/LATCH SET (IF NEEDED) MUST HAVE A 'SNIB' OR 'THUMBTURN' ON THE RISK – ROOM SIDE TO ENABLE QUICK EXIT FROM THE ROOM WITHOUT THE USE OF A KEY. A NIGHT LATCH IS NOT ACCEPTABLE.



A YALE 81 IS ALSO ACCEPTABLE & IS A CYLINDER LOCK WITH A METAL ROLLER BALL CATCH.



## Fire Risk Assessment

The [Fire Risk Assessment](#) must be undertaken by a competent person. For more information, please visit the Avon Fire & Rescue website [here](#).

## Fire Doors

A Fire Door (30FDS) with a self-closer is required to the kitchen or a living room (depending on the layout) in properties with 5 or more tenants. A solid, well-constructed, close fitting door will be acceptable in an HMO with 3 or 4 tenants.

## 17. Supporting files

This is your opportunity to upload supporting documents such as fit and proper declarations, DBS checks, floor plans, gas and electrical safety certs etc. and anything else that you think appropriate.

The screenshot shows a web interface for file uploads. On the left, under 'Supporting files', there is a 'Browse...' button and a note: 'Any files which may be relevant to your submission'. On the right, under 'Attached files', there is a list of four files with their sizes and delete icons. The total space used is 182 / 7200 KB.

File Name	Size	Action
3_or_more_licence_holders.docx	32,006 KB	Delete
2018_Floor_plan_example.pdf	48,329 KB	Delete
F_PP_declaration_-_Individuals.docx	57,829 KB	Delete
F_PP_declaration_-_Registered_Companies.docx	48,274 KB	Delete

## 18. Supporting documents

This is a list of documents we require to process your application. Please confirm how we will receive them.

- Fit and proper declarations for all proposed licence holders must be completed and submitted with each application, regardless of whether it has been previously provided.
- A DBS check dated within 3 years of application must be provided for all licence holders. Unlike the fit and proper declaration, proposed licence holders do not need to submit another DBS check as long as the one previously submitted to Housing Services is still dated within 3 years. Please ensure this is the case, as it may affect any discount, if Housing Services have to request a new one.
- At the time of application, please ensure that any manager you employ has submitted to Housing Services a fit and proper declaration within the last 6 months and a DBS check dated within 3 years, as this will invalidate your application, if not held and in date.
- **Floor plans: please check what should be included (fire detectors, fire blanket etc.)**  
See Appendix 1.

Floor plans must be submitted with all 'New' applications and on Renewal where changes have been made to the HMO.

Housing Services are unable to provide any floor plans that have been previously submitted by another applicant.

- **Safety certificates**

See point 13.

## **19. Notification Requirements**

It is important that a copy of the licence application including any floorplans is served on proposed licence holders where they are not the applicant.

Please read the application on who you need to notify and enter their details accordingly.

**Note:**

Date of Service – this is the date you notified said person/company

Applicant online declaration that notice has been given – this is confirmation from the applicant that the notice has been given.

Date declaration made – this is the date you make the declaration i.e. today.

Declaration that a Notice of Application has been served on all Relevant Parties – enter the details of the person that has notified the relevant parties.

[A letter of notification](#) to be sent to interested parties.

## **20. Payment of HMO licence fee**

Please refer to the HMO licence fee document, which can be found at [www.bathnes.gov.uk/hmoapp](http://www.bathnes.gov.uk/hmoapp)

The fee is payable in 2 parts, £500 at the time of application and the balance will be requested on issue on the proposed licence. The full fee must be received before the actual licence is issued. Alternatively, applicants will be given the option to pay the full fee upfront at time of application.

A discount of £50.00 will be applied under the following circumstances:

- The fully completed application is submitted online via B&NES electronic application form and all the correct valid supporting documents are uploaded with the application;  
**AND**
- The proposed licence holder and any managers agree to receive licences and any other relevant documents via email.

The discount will be deducted from any outstanding fee. Where the full fee has been paid the discount will be refunded to the card that paid the fee.

Confirmation that an applicant is entitled to any discount will be made by Housing Services officers when validating the application to ensure that the above discount criteria has been met.

Follow the online instructions when making your payments.

**We accept the following cards: Visa, Visa Delta, Electron, MasterCard Debit, MasterCard Credit and Maestro.**

## 21. Confirmation of submission

Please take a note of your payment reference and keep it in a save place, it appears at the bottom of the page.

Your request has been submitted successfully.

Your unique reference

DSFX1533565555019

Your address

17 HUNTER STREET,

New HMO PDF

[View](#)

Fee

Fee amount: £500.00

Payment reference: ZZEL00000024

[Finish](#)

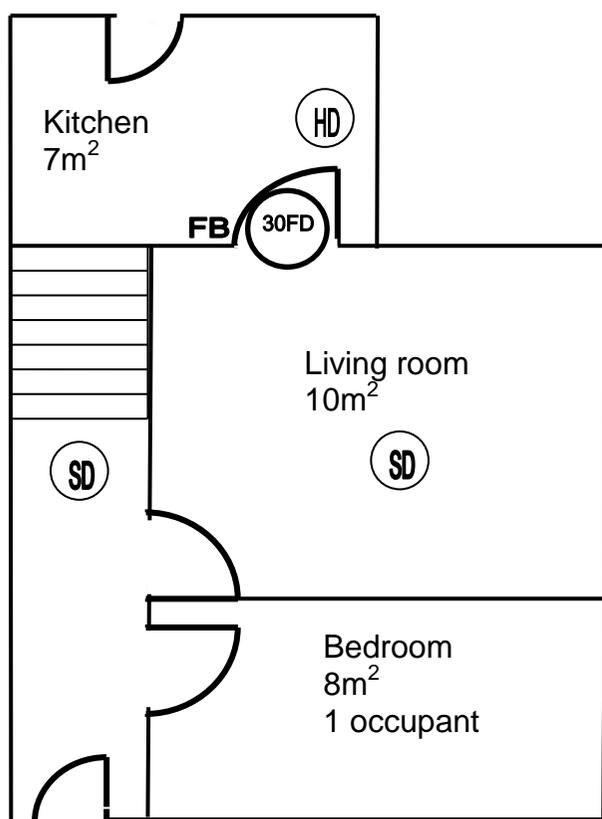
The applicant will receive an email from 'noreply@idoxds.com' confirming submission; it will also have a copy of the application attached. Please check your junk email if not received. Save the PDF copy of your application.

## Appendix 1 – floor plans

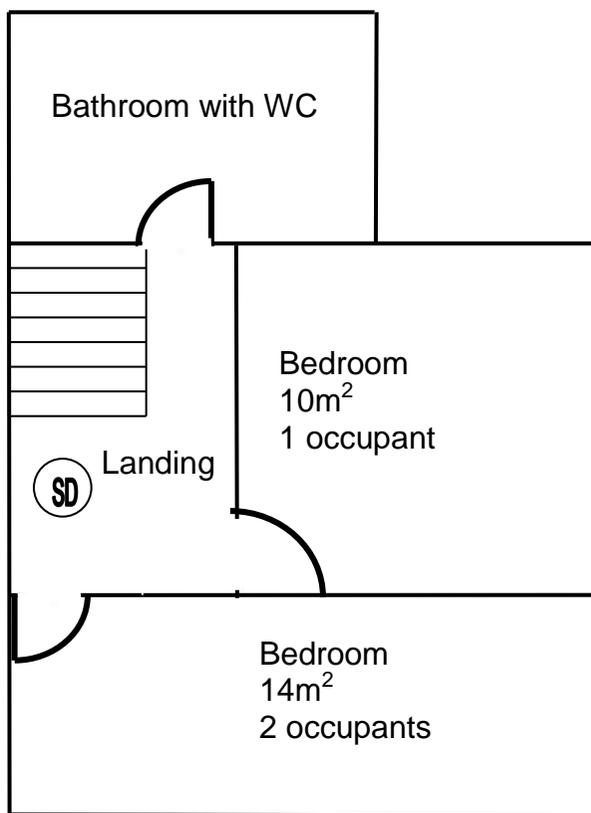
This is an example plan that will be acceptable as part of your HMO licence applications. It is to show the existing layout and how the rooms are used, it can be drawn by hand and does not have to be drawn to scale, it does need to be clear, legible and roughly in proportion.

Items that must be included on your floorplan:

- Address of property;
- Floor level i.e ground, first, second;
- All rooms along with their use i.e kitchen, bedroom, WC;
- Location of stairs;
- All fire precautions currently within the property i.e fire blanket, heat and smoke detectors, fire doors. If you feel you would like to add anything else to your plan, particular in terms of fire precautions/safety, please do.
- Size of rooms (m<sup>2</sup>), not including hallways, WCs and bathrooms;
- Number of occupants per bedroom.



Ground floor



First floor

