

Application Form Greater High Cross Selective Licensing Scheme

Please read 'A Guide for Landlords and Managing Agents on Selective Licensing in Greater High Cross' before completing this form to ensure you are fully aware of all standards and licence conditions.

As of 6th September 2010 Greater High Cross becomes a designated Selective Licensing area. As a result private rented properties within that designated area must be licensed.

This application form can be completed by a third party; however the applicant must be the proposed licence holder. The proposed licence holder should be the person legally responsible for the operation of the house to be licensed. The proposed licence holder (applicant) should normally be the "person having control" of the property (the person legally entitled to receive the rental income from the property), usually the owner of the property. However, there may be a good reason why this should not be the case (e.g. if the owner is ill or lives abroad). The local authority has a duty to award the licence to the most appropriate person. The proposed licence holder must have the power to:

1. Let to and evict tenants
2. Access all parts of the premises to the same extent as the owner
3. Authorise any expenditure necessary to ensure the health, safety and well being of the tenants

Once completed the application form must be submitted to the Selective Licensing Team. Please ensure all necessary documents are enclosed. Each application form **MUST** be accompanied with;

- Proof of Address for Proposed Licence Holder (*e.g. a copy of a recent utility bill, recent bank statement or driving licence*)
- Proof of address for the Owner
- Proof of address for the property manager
- Two passport sized photographs or a digital photograph of the proposed licence holder.
- A Copy of a current and valid gas safety certificate (*if applicable*)
- A copy of a current and valid electrical safety certificate
- A copy of a current and valid PAT certificate (*if applicable*)
- A copy of a valid Energy Performance Certificate (*if applicable*)
- A current valid Tenancy agreement for the property (*if applicable*).
- Appropriate evidence to demonstrate use of a tenancy deposit scheme
- A Plan of the property (*if required graph paper is provided at end of application form*)
- Certificates of planning permission and/or building regulation approval (*if applicable*).
- A satisfactory declaration to confirm or otherwise their status with regard to criminal offences (*See guidance notes for further clarification*)

Copies of the above documents may be submitted with the application form or via email. Any copies must be of a good standard to ensure authenticity and the provision of all required information.

Should you require any additional space to complete the application form please use the paper provide at the back of this application.

Sharing of Information

We will only share information where it is necessary for the purposes of providing you a service or where we are required to do so by law. In order to provide a professional service to you we may also have to share information with other departments within the Council. For the prevention and / or detection of fraud, and to ensure licence holders within designated Selective Licensing areas are fit and proper personal data may also be shared with other local housing authorities.

Public Register Information

Under section 232 of the Housing Act 2004 information provided within this application will be inputted into a public register. This register will be available to third parties upon request. The public register will contain the following information:

- The address and a short description of the property to be licenced.
- The name and address of the Licence holder
- The name and address of the person managing the property
- The conditions of the licence
- The commencement and duration of the licence
- Summary information concerning a licence that has been referred to the Residential property Tribunal or the Upper Tribunal
- Summary information concerning a licensed property that has been referred to the Residential Property Tribunal or the Upper Tribunal

If you need any more information about the Data Protection Act 1988, please contact the Freedom of Information and Data Protection Officer, or email dataprotection@newcastle.gov.uk. You can also find more information about the Act on the council's website at www.newcastle.gov.uk

Further Information

To assist you with Selective Licensing you should also have a copy of "A Guide for Landlords and Managing Agents on Selective Licensing in Greater High Cross". If you require this document, or require any further information regarding Selective Licensing contact the Selective Licensing Team.

By phone: 0191 2116102

By email: selectivelicensing@newcastle.gov.uk

Go online: www.newcastle.gov.uk/selectivelicensing

If you need this information in another format or language, please phone: 0191 2116102 or email selectivelicensing@newcastle.gov.uk

Applicants Home Address

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Postcode

What is your interest in the property? e.g. owner, manager

NB Proof of the proposed licence holders home address must be submitted with this application.

If the Proposed licence holder is a company, partnership, charity or trust please complete the following

Company Partnership Charity Trust

If other please define.....

Company Name

Company/Partnership/Charity/Trust registered office address

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Postcode

Nominated responsible person

Email address

Main telephone number.....

Is your business registered in the UK with Companies House? Yes No

Is your business registered outside the UK? Yes No

Registration number as provided by Companies House

Your position in the business

NB Proof of address must be submitted with this application.

4 Proposed Licence Holder - Directors, Partners and Trustees

You must provide details of all COMPANY DIRECTORS and the SECRETARY (if the applicant is a company), all PARTNERS (if it is a partnership), and all TRUSTEES (if it is a charity or trust).

Do you need to record details of any directors, partners or trustees? Yes No

If no, go to Section 5. If yes, complete this section for each person. (If required see appendix 1 for additional copies of this section)

Position e.g. director, partner, trustee

Title Mr Mrs Miss Ms Other

First name(s)

Family name

Former name(s)

Any other current or previous name(s)

Home address (including postcode)

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Email address

Main telephone number

Other telephone number

Date of birth

Place of birth

NB Proof of address must be submitted with this application.

Position e.g. director, partner, trustee

Title Mr Mrs Miss Ms Other

First name(s)

Family name

Former name(s)

Any other current or previous name(s)

Home address (including postcode)

.....

.....

.....

Email address

Main telephone number

Other telephone number

Date of birth

Place of birth

NB Proof of address must be submitted with this application.

5 Ownership and Control of the Property to be Licensed

(To be completed by proposed licence holder)

Are you the owner of the property? Yes No

Are you the person who has control of the property? Yes No

That is, the person or company who is legally entitled to receive the rental income for the property.

If you are not the owner provide details of why you should be considered the most appropriate person to be the licence holder and evidence that you have the necessary powers.

e.g. the owner is ill or living abroad, you have a long lease on the property

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Does anybody else have a legal interest in the property (e.g. as freeholder, leaseholder, mortgage provider)?

Yes No

Has anybody else agreed to be bound by the conditions of the licence, if it is granted?

Yes No

If yes to either question above provide further information

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.....

6 Details About the Manager of the Property

Will the proposed licence holder be the manager of the property? Yes No

If yes, go to Section, If no please complete the remainder of this section

Title Mr Mrs Miss Ms Other

First name(s)

Family name.....

Former name(s)

Email address

Main telephone number

Other telephone number

Date of birth

Place of birth

Are you applying as a business/organisation? Yes No

Home address (including postcode)
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NB Proof of address must be submitted with this application.

If the manager is a company, partnership, charity or trust please complete the following

Company Partnership Charity Trust

If other please define

Company Name

Company/Partnership/Charity/Trust registered office address
.....
.....

Postcode

Email address

Main telephone number

NB Proof of address must be submitted with this application.

7 Accreditation and Qualifications

Is this property accredited under the Newcastle Accreditation Scheme? Yes No

Are you and/or the manager a member of a landlords' association? Yes No

Name

Organisation/scheme

Membership number

Are you and/or the manager a member of a professional body relevant to the ownership and management of residential property? Yes No

Name

Organisation/scheme

Membership number

Have you and/or the manager any relevant qualifications or undertaken any training courses relevant to the ownership and management of residential property? Yes No

Name

Provider/awarding body

Course/qualification

Date of course/awarded

8 Fit and Proper Person

Have the proposed licence holder, the manager, and/or any person who will be involved in the management of the property:

Committed any offence involving fraud or other dishonesty (including benefit fraud), violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (subject to the Rehabilitation of Offenders Act 1974)? Yes No

Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins, or disability in, or in connection with, any business? Yes No

Contravened any legislation relating to housing, public health, environmental health or landlord and tenant law? Yes No

Been refused a licence under Part 2 or 3 of the Housing Act 2004? Yes No
(e.g. an HMO licence, Selective Licence or Additional Licence)

Had a licence revoked for breach of any conditions under Parts 2 or 3 of the Housing Act 2004? Yes No

Contravened any Code of Practice relating to the management of HMOs? Yes No

Been subject to a Control Order under the Housing Act 1985 (in the past 5 years)?

Yes No

Been subject to a Management Order under the Housing Act 2004.

Yes No

Failed to comply with a Housing Notice (requiring works etc.) served by a local authority?

Yes No

Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004

Yes No

Been declared Bankrupt?

Yes No

If yes to any of the above please provide full details below.

(If required see appendix 2 for additional copies of this section.)

Name of person

Role e.g. licence holder, manager, owner

Date of event

Type of event e.g. the offence

Court (if applicable)

Local authority area

Provide full details (including the address of the property concerned, if applicable)

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The proposed licence holder is required to provide a declaration to confirm or otherwise their status with regard to criminal offences. To satisfy this requirement a disclosure statement must be obtained from Disclosure Scotland (see guidance document for contact details). A current CRB report (valid within 6 months of issue) will also be acceptable. This will detail any unspent convictions under the Rehabilitation of Offenders Act 1974.

Declaration Enclosed..... Yes No

9 Notification of Relevant People

Once an application has been made for a licence under the scheme you must let certain people know in writing that you have made this application or give them a copy of it. The people who need to know about it are:

- 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 mortgage provider for the property to be licensed
- 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 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.

Is there anybody you must notify about the application? Yes No

(If no, go to Section 10)

You must tell each of these people:

- Your name, address, telephone number and email address or fax number (if any)
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you)
- That this is an application for a house licence under Part 3 of the Housing Act 2004 (*A Licence within a designated selective licensing area*)
- 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.

Provide Details about All the People You Must Notify

Provide details about the owner(s), anybody else who has a legal interest in the property and/or has agreed to be bound by the conditions of the licence. *(If required see appendix 3 for additional copies of this section)*

Title Mr Mrs Miss Ms Other

First name

Family name.....

Organisation (if applicable).....

Interest in the property or application. e.g. owner (freehold), leaseholder, mortgage provider, tenant

Address *(If an organisation give registered office or official address)*

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Email address

Main telephone number.....

Other telephone number.....

Title Mr Mrs Miss Ms Other

First name

Family name.....

Organisation (if applicable).....

Interest in the property or application. e.g. owner (freehold), leaseholder, mortgage provider, tenant

Address (If an organisation give registered office or official address)

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Email address

Main telephone number.....

Other telephone number.....

Title Mr Mrs Miss Ms Other

First name

Family name.....

Organisation (if applicable).....

Interest in the property or application. e.g. owner (freehold), leaseholder, mortgage provider, tenant.....

Address (If an organisation give registered office or official address)

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Email address

Main telephone number.....

Other telephone number.....

10 Details of the Property To be Licensed

- House in single occupation (*all occupants are part of the same family.*)
- House in multiple occupation (*occupants are not all part of the same family.*)
- House converted into & comprising of self contained flats (*All living accommodation and amenities are within one letting.*)
- Flat in single occupation
- Flat in multiple occupation
- A purpose built block of flats
- Other

How many storeys does the house have? (*Include the ground floor, basements, attics and mezzanines*)

Which levels are these storeys located on? (*Give the levels the house is on, in relation to ground level*).....

How many storeys does the whole building have? (*Including ground floor, below ground and above ground*).....

What type of building is it?

- Detached house
- Semi-detached house
- Terraced house
- End-terrace house
- Residential block
- Mixed use block (*e.g. a flat above commercial premises*)
- Grouped structure (*e.g. a dwelling which shares a party wall in a cluster or around a courtyard*)
- Other

Are any parts of the building used for non-residential purposes? Yes No

If yes describe which part(s) and how they are used e.g. ground floor used for storage, shop, restaurant.....
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13 Accommodation Details

NB Floor plans showing the layout of the building, and the location of all rooms are required with your application. This does not have to be to scale but should be as accurate as possible. Graph paper is provided at the end of the application form

Number of separate letting units in the property

This is the number of rooms or units let on separate tenancy contracts

Of these, the number which are:

Self contained letting units (flats or bedsits)

Occupants have exclusive use of kitchen, bath/shower and toilet facilities

Non-self-contained units (flats or bedsits)

Occupants share use of kitchen, bath/shower and/or toilet facilities

Number of rooms and facilities in the property	Total in property	Use exclusive to one letting unit	Use shared between letting units
Bedrooms (<i>Exclude bedsits</i>)			
Bedsits (<i>i.e. combined living/bedrooms</i>)			
Living/dining rooms (<i>Exclude kitchen-dining rooms</i>)			
Kitchens (<i>Include kitchen-dining rooms</i>)			
Sinks (<i>Exclude wash hand basins</i>)			
Shower/bathrooms			
Toilets in shower/bathrooms			
Separate toilets with wash hand basins (<i>Exclude external toilets</i>)			
Separate toilets without wash hand basins (<i>Exclude external toilets</i>)			
Wash hand basins (<i>Include all wash hand basins</i>)			

Does the property meet the necessary security standards? Yes No

(See guidance document for clarification)

14 Heating and Efficiency

What type of heating does the property have? (Tick all that apply)

- Gas central heating
- Electrical central heating / night storage heaters
- Fixed gas heaters/fires
- Fixed electrical heaters/fires
- Solid fuel fires
- Other

Are windows double glazed? All Some None

Is the roof space insulated? All Some None N/A

Provide details Including the thickness of insulation in mm

Are cavity walls insulated? All Some None N/A

Are hot water tanks lagged? All Some None N/A

Do you have Energy Performance Certificate(s) (EPC) for the property? Yes No

All rented properties with a new tenancy from 1st Oct 2008 are required to have an EPC. An EPC is valid for 10 yrs.

NB You must submit a copy of your Energy Performance Certificate(s) with this application (if applicable).

15 GAS AND ELECTRICITY

Does the property have a gas supply? Yes No

If yes, provide the following details about the last inspection of the gas installation and appliances. *This information will be available on your Gas Safe Certificate (CP12). The inspection should have been completed within the last 12 months by a Gas Safe Registered Engineer.*

Name of inspector/company

Date of last inspection.....

Certificate number.....

NB You must submit the Gas Safe Certificate with this application (if applicable).

Have the electrical installation and fixed electrical appliances been tested by a competent electrician within the last 5 years? Yes No

If yes provide the following details about the last inspection of the electrical installation and fixed appliances. *This information will be available on your electrical safety Certificate. The inspection should have been completed within the last 5 years by a competent electrician.*

Name of inspector/company

Date of last inspection.....

Certificate number.....

NB You must submit the Periodic Inspection Report and certificate with this application

Portable electrical appliances

Do you provide any portable electrical appliances for use by the occupants (e.g. kettle, refrigerator, vacuum cleaner)? Yes No

If yes, are any of these appliances more than 12 months old? Yes No

If yes, provide the following details about the last inspection of the portable electrical appliances. *The inspection should have been completed within the last 12 months by a competent person.*

Name of inspector/company

Date of last inspection.....

Certificate number.....

NB You must submit a current Portable Appliance Test (PAT) Certificate covering all the appliances.

16 Fire Precautions

Has a fire safety risk assessment been undertaken? Yes No

Smoke and heat alarms

Are smoke and/or heat alarms provided in the property? Yes No

Your property should be supplied with hard wired interlinked smoke and heat detectors as details within the guidance document.

Type of alarms or detectors	How Many?	Location, e.g. ground floor hall, first floor landing, kitchen, living room, bedroom, etc.
Battery operated		
Mains electricity – standalone		
Mains electricity – interlinked		

Mains electricity – panel controlled		
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Is the following equipment provided in the property?

- Fire extinguishers
- Fire blankets in each kitchen
- Emergency lighting in common areas
- Fire doors

Do the fire doors have:

- Self closing devices
- Intumescent strips
- Cold smoke seals

Provide details of the fire escape routes from the property and how you ensure they are kept clear. Details of the fire escape route may be marked on the property plan. If so Please clarify how you ensure they are kept clear

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Do all furniture and soft furnishings provided at the property comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)?

- All Some None N/A

Is the fire precautions equipment serviced and inspected by a competent person at regular intervals? Yes No

Provide the following details about inspections. Please submit inspection certificates with this application, if available

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17 Management of the Property to be Licensed

Are occupants given a tenancy agreement (or other written statement of terms of occupancy)?

- Yes No

NB Please submit a copy of this document with your application

Does the written statement of terms include any clauses relating to antisocial behaviour?

Yes No

Does the written statement of terms include guidelines on procedures for tenants to report necessary repairs and make complaints about the property?

Yes No

Deposit

Is a deposit required at the start of a new tenancy?

Yes No

Are the terms of the tenancy deposit clearly set out in writing?

Yes No

Are you a member of any government authorised scheme that protects tenants' deposits? *As of April 2007 deposits must be protected by a tenancy deposit protection scheme.*

State which scheme

Yes No

NB You must submit appropriate evidence to demonstrate use of a tenancy deposit scheme.

Are tenants given a rent book? Yes No

Are tenants given receipts for rent payments? Yes No

Outline any procedures/arrangements you have to vet prospective tenants (e.g. use of a vetting service or accreditation scheme, take up references, etc)

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Outline any procedures/arrangements you have to ensure the property is clean, safe and fit to live in, before each new tenancy

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Outline any procedures/arrangements you have to agree an inventory with each tenant, detailing the furniture and appliances you supply, including the condition of individual items. *An inventory is essential for a furnished property*

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Outline any procedures/arrangements you have to review the general condition of the property (internal, external, garden etc) regularly to ensure it is maintained in good and safe repair

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Outline any procedures/arrangements you have to deal with repairs and complaints which have been reported to you within a reasonable time period

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Outline any procedures/arrangements you have to cover the cost of major emergency repair work or improvements to the property with and without the owners consent. *Finances of 25% of*

the yearly income of the house (at a minimum of £1500) must be readily available to deal with routine and emergency repairs at the property.

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Outline any procedures/arrangements you have to receive and respond to complaints of antisocial behaviour (ASB) involving or affecting your tenants and/or their children or visitors. *Landlords are required to take all reasonable steps to tackle ASB caused by their tenants.*

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18 OTHER PROPERTIES LICENSABLE UNDER THE HOUSING ACT 2004

Do you own or manage other properties which require a license under the Housing Act 2004?

Yes No

Provide information on the type of licence(s) e.g. Mandatory HMO, Additional HMO or Selective Licence

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Total number of properties in this authority area

Total number of properties in other authority areas

In which other Local authority area(s) do you own or manage licensed properties?

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19 DECLARATION

Tick each section as appropriate

I declare that the information contained in this application is correct to the best of my/our 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 under 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.

I declare that I have served a notice of the application on the people listed in Section 9 above and that these are the only people known to me that are required to be informed that I have made this application.

I declare that any gas appliances, electrical appliances and furniture provided for the use of tenants in the property are in good safe working order and comply with all relevant safety legislation.

I declare that the smoke alarms installed in the house as shown on the attached floor plan are in good safe working order and comply with all relevant standards.

I declare that adequate financial resources are available to maintain the property ensuring the health, safety and welfare of your tenants and fulfil all other statutory obligations

I declare that upon request I will pay all fees in relation to this licence.

I understand that the Council may need to carry out investigations to assess whether I am a “fit and proper” person for the purposes of Part II of the Housing Act 2004. I hereby authorise the Council to make such enquiries and share information as it sees fit. Such enquiries may include Criminal Records Bureau checks, liaison with the Police, Fire Service, and other Local Authorities.

Full name

Signature

Capacity

Date

GRAFFITI REMOVAL – DISCLAIMER

Graffiti can contribute towards the decline of an area. To assist Newcastle City Council to deal with issues of graffiti which may be found on your property please complete the form below. We are prepared to remove any such graffiti at no cost to yourself. Please retain a duplicate copy for your records.

To be completed and signed by resident / property manager and representative of Newcastle City Council’s Graffiti removal team

This is to certify that Newcastle City Council will not be held responsible for any prior damage or subsequent claim as a result of chemically removing, power washing or painting over the graffiti from your premises.

Agree to painting over the graffiti with a colour as shown to you

Agree to attempted removal using chemical application and high pressure jetting system.

Agree to alternative chemical removal

Agree to the application of a protective coating

Agree to retain a graffiti removal pack on loan from Newcastle City Council

I am / am not prepared to have this work carried out on this basis. (delete as appropriate)

Name of Owner/Company

Property Address.....

Signature/Date /

Position

Section of building to be cleaned

Signature of graffiti removal officer

Date

For Office use:	
Date Sent / hand delivered	
Date received	
Work carried out	
Area removed m2	

Appendix 1

Directors, Partners and Trustees

Position e.g. director, partner, trustee

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Title Mr Mrs Miss Ms Other

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First name(s)

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Family

name.....

Former name(s)

.....

Any other current or previous name(s)

.....

Home address (including postcode)

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Email address

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Main telephone

number.....

Other telephone

number.....

Date of

birth.....

Place of

birth.....

Position e.g. director, partner, trustee

.....

Title Mr Mrs Miss Ms Other

.....

First name(s)

.....

Family

name.....

Former name(s)

.....

Any other current or previous name(s)

.....

Home address (including postcode)

.....

.....

..... Email address

.....

Main telephone

number.....

Other telephone

number.....

Date of

birth.....

Place of

birth.....

NB Proof of home address must be submitted with this application.

Appendix 2

Fit and Proper Person

Have the proposed licence holder, the manager and/or any person who will be involved in the management of the property:

Committed any offence involving fraud or other dishonesty (including benefit fraud), violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (subject to the Rehabilitation of Offenders Act 1974)? Yes
No

Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, any business? Yes No

Contravened any legislation relating to housing, public health, environmental health or landlord and tenant law? Yes
No

Been refused a licence under Part 2 or 3 of the Housing Act 2004? Yes No

Had a licence revoked for breach of any conditions under Parts 2 or 3 of the Housing Act 2004? Yes No

Contravened any Code of Practice relating to the management of HMOs? Yes
No

Been subject to a Control Order under the Housing Act 1985 (in the past 5 years)? Yes No

Been subject to a Management Order under the Housing Act 2004. Yes No

Failed to comply with a Housing Notice (requiring works etc.) served by a local authority? Yes No

Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004 Yes No

Been declared Bankrupt?

Yes No

If yes to any of the above please provide full details below.

(If required see appendix 2 for additional copies of this section.)

Name of person

.....

Role e.g. licence holder, manager, owner

.....

Date of event

.....

Type of event e.g. the offence

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Court (if applicable)

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Local authority area

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Provide full details (including the address of the property concerned, if applicable)

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The proposed licence holder is required to provide a declaration to confirm or otherwise their status with regard to criminal offences. To satisfy this requirement a disclosure statement must be obtained from Disclosure Scotland (see guidance document for contact details). A current CRB report (valid within 6 months of issue) will also be acceptable. This will detail any unspent convictions under the Rehabilitation of Offenders Act 1974.

Declaration Enclosed..... Yes No

Appendix 3

Notification of Relevant People

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

- 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 mortgage provider for the property to be licensed
- 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 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.

Is there anybody you must notify about the application? Yes No

You must tell each of these people:

- Your name, address, telephone number and email address or fax number (if any)
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you)
- Whether this is an application for a house licence under Part 3 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.

Provide Details About All The People You Must Notify

Provide details about the owner(s), anybody else who has a legal interest in the property and/or has agreed to be bound by the conditions of the licence. *(if required see appendix 3 for additional copies of this section)*

Title Mr Mrs Miss Ms Other

First name

Family name.....

Organisation (if applicable).....

Interest in the property or application. e.g. owner (freehold), leaseholder, mortgage provider, tenant

Address (*If an organisation give registered office or official address*)

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.....
.....

Email address

Main telephone number.....

Other telephone number.....

