

Instructions for completing the online application form for HMO licensing

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Before you start

Navigating the form

Please use the “Back” and “Next” buttons on the form to move from page to page. Do not use your browser “Back” and “Forward” buttons.

Save for later

You can save the form and resume it at any time. Click on the “Save for Later” button and enter your email address into the boxes provided. You can add multiple email addresses here – separate with a semi-colon (see below).

The message field is optional. Click on “Send Email”

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House in Multiple Occupation (HMO) application form

Your case reference is: ccc-9142529

[Save Application and Quit](#)

You have saved your application and can continue later.

You will receive an email with a link to allow you to resume at a later date.

You should enter your own email address and the email address of the person that needs to get the email.

From E-mail address: *

Enter your own email address above.

To E-mail addresses: *

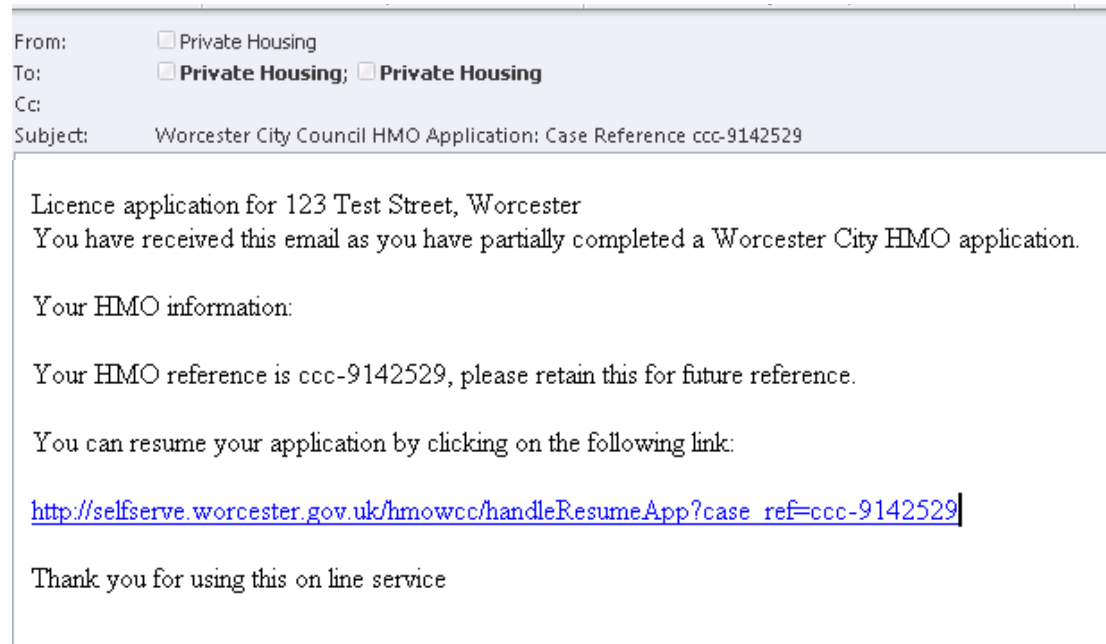
Enter the recipients of the mail above, which may be just your own email address or can include others. You can enter more than one email address by separating each address with a semicolon.

Please provide your own message which will be included in the email:

You have 250 characters left.

[Resume my Application](#) [Send Email](#)

You will receive the following email with your case reference. When you wish to resume, please click on the link provided in the email and you will be taken to the last section you completed in the form.



Link to online form

Please use this link to access the online form

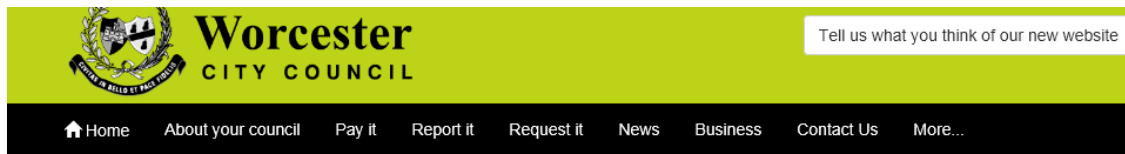
<http://selfserve.worcester.gov.uk/hmowcc/>

Technical Problems

If you have any technical problems with the form, please contact the Private Sector Housing team on 01905 722233 or privatehousing@worcester.gov.uk.

Step 1 - Introduction

Read the introduction thoroughly.



House in Multiple Occupation (HMO) application form

Step 1 of 8: Introduction

Make a licence application for a House in Multiple Occupation (HMO)

Use this form to apply for a licence for a House in Multiple Occupation (HMO). For more information about making this application or HMO licensing standards, visit our [HMO Licensing webpage](#) (this will open in a new window).

Please read the following information carefully. In addition to the important information below, step-by-step instructions for completing the application form can be found on our [Additional Licensing](#) page (this will open in a new window).

Completing the form

- Please read all the questions and ensure that you have completed all relevant parts of the application form.
- Please make a note of your case reference when you begin the application.
- You must provide a valid email address. Worcester City Council will send all communication to you, including your licence via this email address.
- You will be able to save the form and return to complete it at a later time. Please see the step-by-step instructions on our [Additional](#)

Document checklist

Gas Safety Certificate

You must provide a valid gas certificate if your property has a mains gas supply (gas meter).

Electrical Safety Certificate

You must provide a valid electrical safety certificate for all licence applications

Fire Alarm Test Certificate

You must provide a valid fire alarm test certificate for all licence applications

Fire Extinguisher Test certificate

You must provide a valid fire extinguisher test certificate if the extinguisher is older than 12 months. If the extinguisher is less than 12 months old, proof of purchase should be provided instead. This applies to all licence applications.

Emergency Lighting Certificate

You must provide a valid emergency lighting certificate for all HMOs with three or more storeys

Portable Appliance Testing (PAT) certificate

If you provide any appliances that are older than 12 months, you must provide a PAT certificate. This applies to all licence applications.

Energy Performance Certificate (EPC)

If you are required to provide an EPC to your tenants by law, you must provide the certificate as part of the licence application. Please review the [Guidance](#) provided by the Department for Communities and Local Government for exemptions.

Fire Risk Assessment

A fire risk assessment should be carried out by a competent person. Templates and Guidance are available on the [Hereford and Worcester Fire and Rescue Service website](#). This applies to all licence applications.

Tenancy Agreements

If your property operated as an HMO prior to 1 July 2014, you will need to provide evidence of this in the form of tenancy agreements from this time period. If you have already submitted these to the Housing team (as part of an accreditation application) or to Planning (as part of the Article 4 registration process), then you will not need to resubmit them.

If your property did not operate as an HMO prior to 1 July 2014, you do not need to send in tenancy agreements but you should have planning consent and be prepared to provide a planning reference number during the application.

Floorplan

You must provide a floorplan for each storey of the property.

Tick the box to confirm that you have read the information and have all the documents available. Then click on "Start Application".

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After submitting this application, you will be asked to upload the following documents. We will not process your application until we have received all of these documents.

- ✓ Gas Safety Certificate (required for properties with a gas supply)
- ✓ Electrical Safety Certificate
- ✓ Fire Alarm Test Certificate
- ✓ Fire Extinguishers Test certificate (required for extinguishers older than 12 months)
- ✓ Emergency Lighting Certificate (required for HMOs with three or more storeys)
- ✓ Portable Appliance Testing (PAT) certificate (required for appliances over 12 months old)
- ✓ Energy Performance Certificate (EPC) (required unless your property is exempt from the legal requirement)
- ✓ [Fire Risk Assessment](#)
- ✓ Tenancy Agreements (where applicable)
- ✓ Floorplan

Please tick here to confirm that you have read through the above checklist and understand which documents you will be required to submit.

Start Application

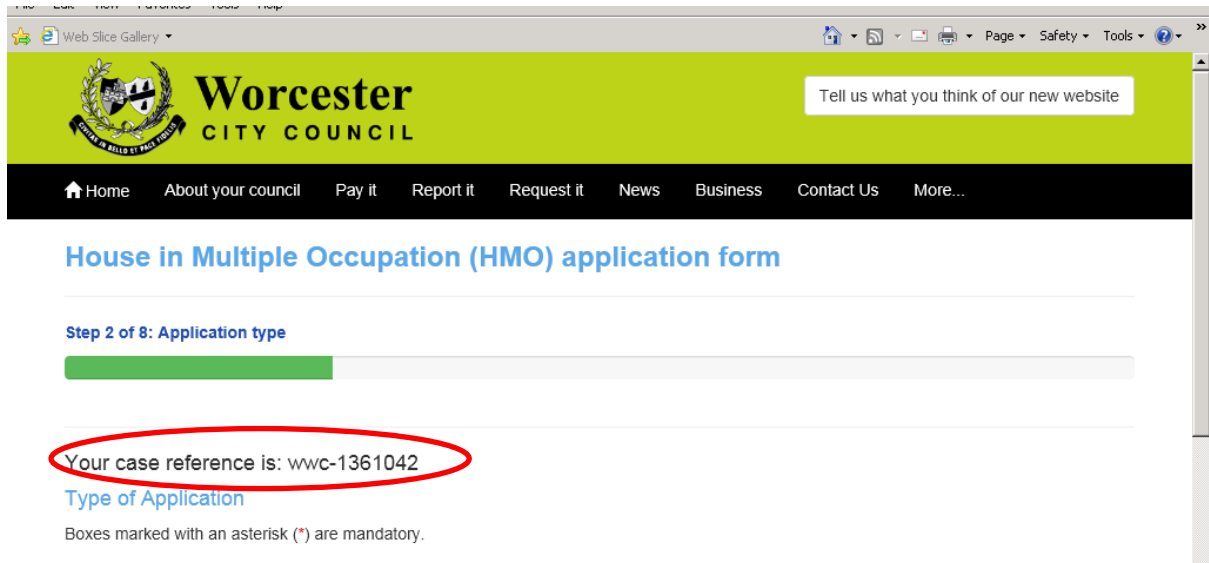
The Guildhall, High Street, Worcester, WR1 2EY - Directions to Council Offices
GOV.UK - For more Government Services and Information

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Step 2 – Application type

Case Reference

Make a note of your case reference. You will need this if you experience any technical difficulties with completing the form or payment.



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Worcester CITY COUNCIL

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House in Multiple Occupation (HMO) application form

Step 2 of 8: Application type

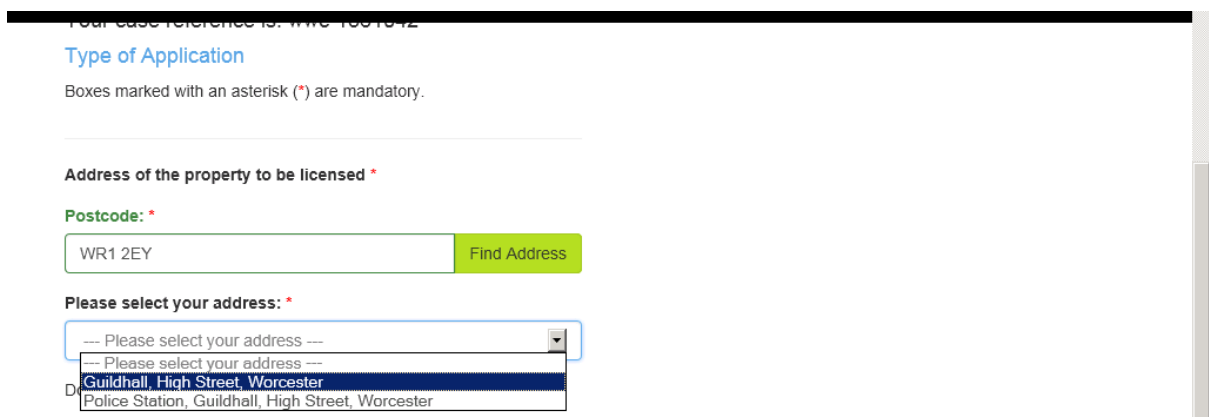
Your case reference is: **wwc-1361042**

Type of Application

Boxes marked with an asterisk (*) are mandatory.

Property Details

Enter the postcode of the property to be licensed. If you do not know your postcode, you can check on the [Post Office postcode finder](#). Please check here before you contact us. Then click on "Find Address". Select the correct address from the list provided.



Your case reference is: wwc-1361042

Type of Application

Boxes marked with an asterisk (*) are mandatory.

Address of the property to be licensed *

Postcode: *

WR1 2EY Find Address

Please select your address: *

--- Please select your address ---

--- Please select your address ---

☐ Guildhall, High Street, Worcester

☐ Police Station, Guildhall, High Street, Worcester

Type of licence

Select the type of licence you are applying for.

If your property is an HMO and has 3 or more storeys, with 5 or more occupants, you require a Mandatory Licence. For all other HMOs, you will require an Additional Licence.

Click on "Next" to continue to the next section.

Type of licence *

If your property is an HMO and has 3 or more storeys, with 5 or more occupants, you require a Mandatory Licence. For all other HMOs, you will require an Additional Licence. Please click [here](#) if you are unsure.

Which type of licence are you applying for? *

- Mandatory Licence
- Additional Licence

Next

Step 3 – Applicant details

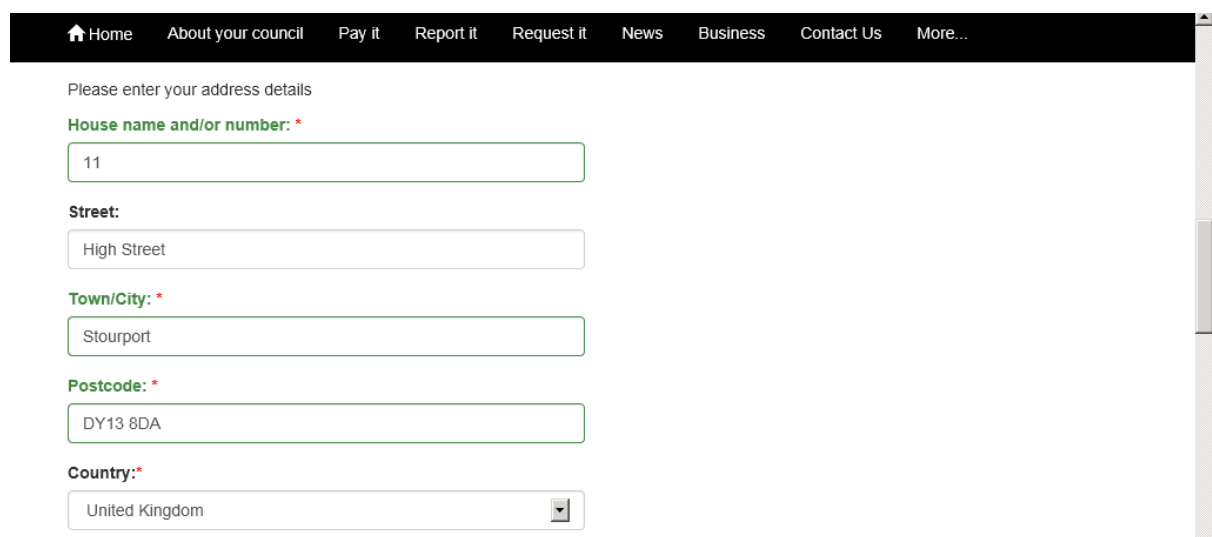
Please note all correspondence is sent via email. Please ensure all email addresses are correct.

You are asked to enter each email address twice to ensure that they match. If the email addresses match but the system says they do not, try deleting spaces from either side of the addresses.

Applicant

The person who is completing the form must enter their details into the Applicant section. This does not have to be the licence holder but in many cases, it will be. If you perform more than one function, ie you are the applicant, licence holder and managing agent, you will only need to provide your details once.

If you live in Worcester City, you can use the postcode finder function again. Otherwise, please enter your address manually.



The screenshot shows a web application interface with a black navigation bar at the top containing links: Home, About your council, Pay it, Report it, Request it, News, Business, Contact Us, and More... Below the navigation bar, the page title is "Please enter your address details". The form consists of several fields:

- House name and/or number: ***: A text input field containing "11".
- Street:**: A text input field containing "High Street".
- Town/City: ***: A text input field containing "Stourport".
- Postcode: ***: A text input field containing "DY13 8DA".
- Country:***: A dropdown menu with "United Kingdom" selected.

Licence holder

If the licence holder is different from the applicant, please select "No" and enter the licence holder details here.

If the licence holder is the same as the applicant, please select "Yes" and continue to the **Managing Agent** question.

If you are unsure who should be the licence holder, please see the definition from the Housing Act 2004: *"The proposed licence holder should be a fit and proper person to be the licence holder, and (ii) out of all the persons reasonably available to be the licence holder in respect of the house, the most appropriate person to be the licence holder."*

The name on the Basic Disclosure certificate should be the same as the licence holder.

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Proposed licence holder

The 'proposed licence holder' is the person whose name will be on the licence. The proposed licence holder must be the person who is the most appropriate person to hold the licence for the property, and this is likely to be the person who receives the rent. In most cases, this will be the owner even if they have appointed a managing agent to manage the property. Occasionally, it will be necessary for the managing agent to be the licence holder - this would be the case if, for example, the owner is not capable of making decisions about the property.

The licence holder is responsible for management of the property if no separate manager is appointed.

Is the licence holder the same as the applicant? *

Yes

No

Title:*

----Please Select----

Forename(s): *

Surname *

Managing Agent

Please select the appropriate response to this question.

Note that if both the applicant and licence holder live outside of the UK, a UK-based managing agent must be appointed. If this is the case, please select "Other" and enter the details of the managing agent.

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Managing Agent

Is the managing agent: *

the applicant as detailed above

the licence holder as detailed above

other

Note: If the proposed licence holder lives abroad, a UK managing agent MUST be appointed. The managing agent should be capable of managing the property and making decisions for emergency repairs in the event that the licence holder cannot be contacted. A specific condition will be added to the licence to ensure that this happens. A breach of an HMO licence condition can incur an unlimited fine.

Title: *

----Please Select----

Name of Managing Agent: *

House name and/or number: *

Redress scheme

It is a legal requirement for all lettings agents and property managers in England to belong to one of the three Government approved redress schemes from 1 October 2014. Local authorities can impose a fine of up to £5,000 where a lettings agent or property manager who should have joined a scheme has not done so. If you are a letting agent, please select which scheme(s) you belong to - please select all that apply.

- Ombudsman Services Property
- Property Redress Scheme
- The Property Ombudsman

All lettings agents and property managers in England **must** belong to an approved redress scheme.

Below is a list of lettings agents in Worcester City, and the redress scheme to which they are members. Select the appropriate box on the form.

If you cannot find your managing agent here, please contact them and enquire.

Allan Morris Worcester	The Property Ombudsman
Andrew Grant	Ombudsman Services Property
Arrow Estates	The Property Ombudsman
Belvoir	The Property Ombudsman
Black pear Lettings	Property Redress Scheme
Connells Estate Agents	The Property Ombudsman
Estatedirect.com	The Property Ombudsman
G Herbert Banks	The Property Ombudsman
Griffiths & Charles	The Property Ombudsman
Hills Estate Agents	The Property Ombudsman
Homexperts	The Property Ombudsman
House Lets	The Property Ombudsman
John Sanders Lettings	The Property Ombudsman
Knight Frank	Ombudsman Services Property
Lettingsexpert.com	The Property Ombudsman
Martin & Co	The Property Ombudsman
Michael Tuck Estate Agents	The Property Ombudsman
Nicol & Co	The Property Ombudsman
Northwood	The Property Ombudsman
Philip Laney & Jolley	The Property Ombudsman
Platinum Property Agents	Ombudsman Services Property
Premier Places	The Property Ombudsman
R A Bennett & Partner Lettings	The Property Ombudsman
Reeds & Rains	The Property Ombudsman
Select Lets	The Property Ombudsman
Shelton & Lines	Ombudsman Services Property
Simply Lets	The Property Ombudsman
Spencer & Co	The Property Ombudsman
Taylor's Lettings	The Property Ombudsman
Town & Country Property Services	The Property Ombudsman
Your Move	The Property Ombudsman

If the person appointed to "manage" your property is an individual, such as a friend or relative and they are not operating as a commercial letting agency, they are not required to belong to a redress scheme and you can leave this section blank.

Person having control/bound by licence

If there are any joint owners or financial partners, you should select "Yes" to this question and enter their details here. As part of the licensing process, all people listed here will be sent a draft licence and asked to provide their comments on the proposed licence and conditions.

You can add details for up to five people here. If there are more than five people to enter here, please send the names, addresses contact email and phone number to privatehousing@worcester.gov.uk, quoting the application reference number, property address and the words "Person having control or bound by licence".

Do not list mortgage providers, long-term tenants or long leaseholders here, these will be entered towards the end of the form.

If none of these apply to the property, please select "No" and continue to the next question.

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Person having control / bound by licence

Is there anyone, whose details have not already been given on this form, who is the person having control of the property or who has agreed to be bound by a condition of the licence? For example, a joint owner or financial partner *

Yes
 No

Persons having control / bound by licence : Person 1

Title:*
----Please Select----

Forename(s): *

Surname *

House name and/or number: *

Company, business, partnership or trust

If the applicant or licence holder is a company, business, partnership or trust (including sole traders), the business details must be entered here.

Company, business, partnership or trust

Are any of the above a company (including sole traders), business, partnership, or trust? *

Yes
 No

Please give the business name, registered address and contact details *

Name of Business: *

House name and/or number: *

Street:

Town/City: *

Please enter the name and contact details for all directors, partners, trustees and company secretary.

You can add details for up to five people here. If there are more than five people to enter here, please send the names, addresses, contact email and contact phone number to privatehousing@worcester.gov.uk, quoting the application reference number, property address and the words "Company, business, partnership or trust".

If none of these apply to the property, please select "No" and continue to the next question.

Step 4 – Property information

Age of construction

Please select the appropriate date range.

Step 4 of 8: Property Information

Your case reference is: ccc-3843732

[Information about the property](#)

Age of construction *

What is the approximate age of construction (even if extensions were added later)? *

--Please Select--

- Please Select--
- Pre 1919
- 1919-1944
- 1945-1964**
- 1965-1979
- 1980 onwards

Type of building

Please select the type of building.

Residential block	Purpose-build block of flats
Mixed use block	A dwelling located above commercial premises
Grouped structure	A dwelling which shares a party wall in a cluster or around a courtyard
Converted block of flats/bedsit	Property which was originally built as a single dwelling and has since been split into more than one dwelling

Type of building *

--Please Select--

- Please Select--
- Detached house/bungalow
- Semi-detached house/bungalow
- Terraced house
- Residential block**
- Mixed use block
- Grouped structure
- Converted block of flats/bedsits
- Other
- Ground floor

Converted blocks of flats

If you have selected Converted block of flats/bedsits, you will be asked to answer some additional questions. We may contact you to request more information on these types of buildings. You will not be asked to upload anything when submitting the application.

Type of building *

Converted block of flats/bedsits

Is the date of conversion Pre 1992*

Yes

No

Number of self-contained flats/bedsits in converted block of flats? *

Please select...

Please indicate how many of these are owner occupied?

0

You may be required to submit evidence of planning permission and/or building regulation approval of the conversion with your application

Storeys

Please select all floors that apply. Please only select basement or attic if they are being used as living space as part of the HMO.

Please enter the number of storeys. This information is used to calculate your payment so please ensure this is entered correctly.

Licence Application Form - Worcester City Council - Windows Internet Explorer

http://ssdemo.malvern hills.gov.uk/hmowcc/handleApplicantDetails

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were added later:

1919-1944

Type of building *

Detached house/bungalow

Storeys

Please select each storey the HMO occupies *

Occupied basement

Ground floor

First floor

Second floor

Third floor

Fourth floor

Fifth floor

Occupied attic

Other (please specify)

Total number of storeys *

2

11:31 18/08/2015

Tenancies, occupants, flats and habitable rooms

Tenancies – this is the number of tenancy agreements (contracts) that are in place. This is not necessarily the same as the number of occupants or households.

Habitable rooms – please include all rooms that are being rented out as bedrooms **or that you intend** to rent out as bedrooms. If a living room is being used as a communal area, then you do not need to include it here. Please mark this room and its dimensions on your floorplan.

Occupants – this is the actual number of people you have living in the property. This includes adults and children. This will also be the permitted number of occupants on the licence. If you need to change the number of occupants after the licence has been submitted, you will need to submit an application to vary the licence.

Households – a household is defined as one or more people who are related or a co-habiting couple.

Situation	Number of households
Co-habiting couple with two children	One
A single parent, one child and an unrelated friend	Two
Five unrelated friends	Five

Tenancies, occupants, flats and habitable rooms

Number of tenancies *

If occupants appear on one tenancy agreement, enter '1', otherwise enter the number of agreements in place. Worcester City Council's recommended best practice is to supply individual tenancies instead of a shared tenancy.

Number of habitable bedrooms (including living rooms if they are used as bedrooms) *

How many occupants live in the HMO? *

This will be the permitted number of occupants under the licence

How many households occupy the HMO *

Tenants who are members of the same family are one household. Each tenant who is not related or living together as a couple counts an individual household. So, five unrelated tenants will be five households even if there is only one tenancy agreement for the five tenants.

Amenities

Please enter the total number of amenities here. Please ensure you complete the right hand column if any of the amenities are shared.

Amenities	
Number of bathrooms/shower rooms? *	
Total number *	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
How many are shared?	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Number of wash hand basins in bathroom or WC? *	
Total number *	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
How many are shared?	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Number of toilets? *	
Total number *	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
How many are shared?	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Number of kitchen sinks? *	
Total number *	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
How many are shared?	<input type="text" value="2"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
Number of seperate kitchens? *	
Total number *	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/>
How many are shared?	<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/>

Planning consent and Article 4

This section is designed to help you establish whether or not you require planning consent and what you need to do next. Answer each of the questions in turn and follow the instructions.

In order to be “registered with our Planning Department” you must have submitted copies of tenancy agreements to the Planning Department to demonstrate that the property was occupied as an HMO prior to 1 July 2014.

If you select “Yes” to this question but we do not have copies of the tenancy agreements, we will request them later but this may delay your application.

Planning consent and Article 4
Does your property occupy 7 or more people? *
<input type="radio"/> Yes
<input checked="" type="radio"/> No
Was the property occupied as an HMO before 1st July 2014? ⓘ
<input checked="" type="radio"/> Yes
<input type="radio"/> No
Is your property registered as an HMO with our Planning Department?
<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> No
Thank you - you will not be required to upload any tenancy agreements as part of this application.

Fire precaution equipment and fire escape routes

Fire risk assessment

Please tick to confirm that you have conducted a fire risk assessment. You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the upload process.

Fire Precaution Equipment and fire escape routes *

I confirm a fire risk assessment has been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2015

The risk assessment should include at a minimum the following information in accordance with The Licensing and Management of Houses in Multiple Occupation and other Houses (Miscellaneous Provisions) (England) Regulations 2006.

- Details of fire precautions equipment, including the number and locations of smoke alarms;
- Details of fire escape routes and other fire safety training provided to occupiers;
- A declaration that the furniture in the HMO or house that is provided under terms of any tenancy or licence meets any safety requirements contained in any enactment

More information on fire safety and your legal requirements can be found on the [Hereford & Worcester Fire and Rescue Service website](#)

Carbon monoxide detectors

Please tick to confirm that you have carbon monoxide detectors. You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the upload process.

I confirm there is a carbon monoxide detector installed in any room of the house which is wholly or partly used as living accommodation and contains a gas appliance. *

Certificates for fire alarm, fire extinguisher and emergency lighting

Fire alarm test certificates – required for **all** licence applications

Fire extinguisher maintenance certificates/proof of purchase – required for **all** licence applications

Emergency lighting test certificate – required for licence applications where a property has **three or more storeys**

You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the

upload process.

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You will be asked to supply a copy of your fire alarm test certificate, fire extinguisher maintenance certificate (or proof of purchase if less than 12-months old) and emergency lighting maintenance certificate (for HMOs with three or more storeys) as part of this application.

Please note it is your responsibility to keep these certificates up to date on an annual basis as a condition of the licence. We may request a copy of these documents at any time.

Heating and electrical safety

Gas supply

If your property has a gas supply, then you will have to submit a gas safety certificate. If your property has a gas meter, you have a gas supply and are therefore required to provide a gas safety certificate.

You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the upload process.

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You will be asked to supply a copy of your fire alarm test certificate, fire extinguisher maintenance certificate (or proof of purchase if less than 12-months old) and emergency lighting maintenance certificate (for HMOs with three or more storeys) as part of this application.

Please note it is your responsibility to keep these certificates up to date on an annual basis as a condition of the licence. We may request a copy of these documents at any time.

Heating and electrical safety

Is there a gas supply to the property *

Yes

No

I confirm that I have a current gas safety certificate *

Electrical safety certificate

Please tick to confirm that you have an electrical safety certificate. You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the upload process.

I confirm that I have an electrical safety certificate from a competent engineer within the last 10 years to assess that the electrical installation is safe? *

PAT testing

Please complete this question if you provide appliances that are older than 12 months.

Please tick to confirm that you have a PAT certificate. You will be able to upload all of your documents after submitting your application. Please see section on Document upload for instructions on the upload process.

Do you provide electrical appliances that are older than 12 months? *

Yes

No

I confirm that I have a Portable Appliance Test (PAT) certificate *

Floorplans

There should be a floorplan for each storey of the building. Please use the following symbols on the plans.

B Bath

C Cooker

F Fridge

S Sink

SH Shower

WC Water closet

WHB Wash hand basin

Layout plans should also show the location of all precaution equipment using the following symbols:

AS Alarm sounder

CP Call point

DP Dry powder extinguisher

EL Emergency lighting

EW Escape window

FAP Fire alarm control panel

FB Fire blanket

FD Fire door

FE Fire extinguisher

HD Heat detector

SD Smoke detector

WE Water extinguisher

CM Carbon monoxide detector

You will be asked to supply floor plans as part of this application. You should submit a floor plan for each storey of the building, showing the location and dimensions of all rooms within the property (they do not need to be to scale). Please click [here](#) to see a list of the symbols you should use on the floor plans.

I confirm I will provide floor plans *

Insulation, double glazing, asbestos, EPC, Insurance

Please select the appropriate responses for these questions.

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Insulation

Is the loft insulated? *

Yes
 No
 Don't know

Does the property have cavity walls or solid brick walls? *

Cavity walls
 Solid brick
 Don't know

Does the property have any type of wall insulation? *

Yes
 No
 Don't know

Are any of the windows double/secondary glazed? *

--Please Select--

Have you had your property inspected for the presence of asbestos? *

Yes
 No
 Don't know

Please select the EPC rating of your property *

--Please Select--

Insurance and Accreditation

I confirm I have a current and valid buildings insurance policy for the property? *

Property compliance

Selecting "No" to this question does not necessarily mean that your licence application will be refused. If there are any areas where you believe the property is not compliant, or may not be compliant, please select "No" to this question and provide details in the text box.

If necessary, someone from the Private Housing team will contact you to discuss the information provided here.

We will assess each application on a case-by-case basis and make a decision on how to proceed.

Property compliance

At the time of submitting this application, does the property fully comply with the standards and conditions as set out by Worcester City Council in its [Standards, Conditions and Management Regulations?](#)

Selecting no to this question does not mean that you will automatically be refused a licence. Worcester City Council will contact you to discuss anything listed here and we may issue the licence with specific conditions.

We are permitted to conduct spot checks with 24-hour notice if we suspect there to be a concern with the standard of the property. We may issue penalties or revoke a licence if we find any areas of the property do not meet the standards, where you have declared they do.

Yes

No

Please list any area where you believe your property does not meet those standards.

You have 500 characters left.

[Back](#)

[Save for later](#)

[Next](#)

Step 5 – Tenancy Management

Documents provided to tenants

Please select all that apply. If you select "Other", you must provide details in the text box before going to the next question.

Tenancy Management

Please tell us which of the following you provide to your tenants (please select all that apply)? *

- Tenancy agreement, including terms and conditions
- Inventory
- Rent book/receipts
- Repairs contact and procedure for reporting repairs
- Complaints procedure
- Fire safety training/information
- Tenants responsibility with regard to anti-social behaviour
- Other

As "Other" was selected above, please give more details: *

You have 500 characters left.

Property inspection and maintenance

Please select the options that apply. Where a dropdown box appears, you must write more details in the box before moving on to the next question.

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How often do you inspect the property? *

- Monthly
- Every three months
- Every six months
- Other

Do you have a schedule for undertaking planned maintenance? *

- Yes
- No

Please provide details: *

You have 500 characters left.

Do you have a schedule for undertaking the inspection of furniture / facilities / equipment? *

- Yes
- No

Please provide details: *

You have 500 characters left.

Other properties

Please provide details of all properties that you own and rent out in Worcester. If you select "Yes" to this question, you must provide more information before moving on the next question.

For properties in Worcester City, you will need to provide the address and postcode, state whether they are a HMO or non-HMO, and state which licensing scheme they are subject to (mandatory is three-storey, five or more occupants; additional is all other HMOs)

If you have multiple properties to list, the Copy and Paste function can be used in this text box.

For properties outside of Worcester City, you only need to list the name of the local authority. We do not require the full addresses for those properties. We may contact other local authorities listed here if we feel it necessary as part of the Fit and Proper person background check. You will be informed before we do this.

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Do you own and rent out any other properties? *

Yes
 No

How many are within Worcester City (including this one)? *

2

Please provide a comprehensive list of: *

a. All of the properties that you own and rent in Worcester City (include whether they are HMO or non-HMO) and which licensing scheme they are subject to, if any, and

b. The names of any other Local Authority areas where you own and rent properties (you do not need to provide the property addresses for these areas)

Please click [here](#) for an example

10 Test Street, Worcester, WR1 3BB HMO Mandatory
20 Trial Close, Worcester, WR1 3BB Non-HMO Non-licensed

Wychavon District Council
Malvern Hills District Council

You have 4824 characters left.

Landlords associations and training courses

You must provide further details if you tick "Yes" to either of these questions.

Are you a member of any landlords association or other professional body? *

- Yes
 No

Please provide name of the association(s) and/or bodies:

You have 500 characters left.

Have you attended any training courses or forums in the last three years which you feel make you a more informed landlord? *

- Yes
 No

Please provide details:

You have 500 characters left.

Further information

Please add anything here that you feel demonstrates your property management skills.

This field is not mandatory.

Please provide any further information you feel may help us to assess your management skills, for example the number of years spent managing property or examples of good practice:

You have 1000 characters left.

Step 6 – Fit and proper person

Fit and proper person

This is a mandatory section. If any of the statements (a to f) apply to the licence holder or manager, you must provide more details in the text box.

When we review your application, we will contact you to discuss any information provided in this section.

Fit and Proper Person

Where applicable, the following information must be provided in respect of the proposed licence holder or proposed manager.

- 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(a).
- 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.
- 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 them.
- 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(a) in the five years preceding the date of the application; or
 - ii. Any appropriate enforcement action described in section 5(2) of the Act.
- 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 a licence.
- 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.

Do any of the above apply to the proposed licence holder or anyone involved in the management of the property? *

- Yes
 No

Please provide details *

You have 2000 characters left.

You must provide full details, including dates, properties, action taken, etc. Make it clear which person it relates to.

Basic Disclosure certificate

You can continue to submit your application online if you have not yet applied for a Basic Disclosure Certificate. However, your application will remain pending until we have received your Basic Disclosure certificate.

You can apply for a Basic Disclosure certificate online by going to www.mygov.scot/basic-disclosure (you do not have to live in Scotland to use this service).

I confirm I have submitted/will submit an application for a DBS certificate and have requested/will request that the certificate be posted directly to [Worcester City Council](#) *

Your licence application will not be processed until we receive your DBS certificate.

Living abroad

If you select "Yes" to this question, you must provide more information in the text box provided before you can move to the next question.

Have you lived abroad in the last 5 years? *

- Yes
 No

Please provide details: *

You have 500 characters left.

Further information and undischarged bankrupt

Please provide here any other information you feel may be relevant to your application. If you are an undischarged bankrupt, you must also include those details here.

Please provide any other information you feel is relevant to this application. If you are an undischarged bankrupt, please provide details of this here:

You have 2000 characters left.

Step 7 – Declarations

Informing people in writing

In accordance with the Housing Act 2004, you have a duty to inform the following people in writing that you have made this application (or you can send them a copy of it).

The names of the joint owner, proposed licence holder and proposed managing agent have been automatically added for you (pulled from the details (if any) provided in **Step 3 – Applicant Details**).

Please add the approximate date that you have served/will serve the notice.

You must manually add the following people (where applicable) using the "Add another person" button.

Mortgage provider

Long-term tenant (tenancy agreement for more than 3 years)

Long leaseholder

Tick the box to confirm the details are correct (applies even if no other people need to be informed).

Informing people in writing

As the applicant, you must notify the following people in writing that you have made this application or give them a copy of it. These people are:

- Any mortgagee of the property to be licensed.
- 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 other person who is a tenant or long leaseholder of the property or any part of it (including any flats). This does not apply to a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic a 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 they will be bound by any condition(s) of the licence if it is granted.

You must tell each of these people:

1. Your name, address, telephone number and e-mail address or fax number (if any).
2. 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).
3. That this is an application for an HMO licence under Part 2 of the Housing Act 2004.
4. The address of the property to which the application relates.
5. That the application will be made to Worcester City Council, The Guildhall, High Street, Worcester, WR1 2EY.
6. The date of the application.

I/we declare that I/we have served/will serve a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I/we have made this application.

People to be informed

The name(s) of the proposed licence holder, managing agent, other persons bound by licence have been completed for you - please complete the (intended) date of service.

Please use the "Add another person" button if you need to add a mortgage provider, long-term tenant or long leaseholder. Please add any people not shown above that need to be informed by clicking the Add button

Add another person

Please tick to confirm that the above details are correct. *

Final declaration and signatures

Please ensure you have read and understood the final declaration.

Ticking the Applicant signature box constitutes your electronic signature on the form.

Other signatories will be added automatically (if applicable). These will be the proposed licence holder (if different from the applicant), any joint owners, and any directors, trustees or secretaries provided in Step 3 – Applicant Details.

I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we 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/we know is false or misleading or am/are reckless as to whether it is false or misleading.

I/we agree to Worcester City Council sharing information with other departments within the Council, external organisations, such as the police or Fire and Rescue Service, Whabac or the university and/or other local authorities where I/we own property.

Applicant signature

I understand that ticking this box and submitting the form constitutes my signature. *

Mrs Madeline Ajetunmobi

Other signatories

I confirm that I am authorised to sign and submit this application on behalf of all persons (if any) named above. *

Step 8 – Payment

On this page, you will see a summary of your fee and the elements used to calculate it.

Note that a basement or attic should only be included in the number of storeys if that space has been converted to living accommodation.

When you click on “Next: Make Payment”, you will be redirected to the Civica payment page.

Fee Summary

You have told us that Guildhall High Street has 2 storeys, 5 bedrooms, and 5 occupants.

As this is an accredited property, you have a further discount of £100

Based on this information, your licence fee will be **£600**

[Back](#)

[Next: Make Payment](#)

Payment page

Enter your card details and click on submit.

Please do not close your browser or click on the X on this page as you will lose your application.

If you need to exit this payment page, **please click on "Cancel"** and you will be sent an email indicating that the Payment Failed and a link to retry the transaction.

Please make every attempt to retry the transaction. If the problem persists, you can contact us at privatehousing@worchester.gov.uk or on 01905 722233 and provide us with your case number.

[Card Details](#) [Card Account Details](#)

Make a Payment

Please note - information on this page will time-out after 20 minutes of inactivity
* =Mandatory Field
Payment Amount: £600.00

Card Details

Enter card number without spaces

Expiry date (month, year)
 -

Issue Number (Switch/Maestro Cards only)

Security Code

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Card Account Details

Enter cardholder name and address details:
Name appearing on card *

Select address from list, and click 'Select' button. Or enter details manually below.

House number/name

Street

Area

Town

County

Postcode

[Back To Top](#)

[Help](#) [[Link opens in new window](#)] [About](#) [[link opens in new window](#)]

Provided by Civica UK Limited

Data Protection Act 1998
Please note that your personal details supplied on this form will be held and/or computerised by Worcester City Council for the purposes of processing your payment. Some personal details will be disclosed to banks and other financial institutions in order to process the payment. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

Finished – Summary

Your application has been submitted and payment was successful.

You will be taken to a summary page containing a summary of your property details. This information will also be sent in an email to the applicant's email address.

Finished - Summary

Thank you

Thank you for submitting your **additional** licence application for [REDACTED]

Your case reference is **www-830044**.

The person named as the Applicant will receive an email with these details.

Please find a summary of your application below.

Applicants

Applicant name: Mrs Madeline Ajetunmobi

Proposed licence holder:

Proposed managing agent:

Persons having control/bound by licence:

Business name:

Directors, partners, trustee, secretary:

Property Details

Age of construction: 1945-1964

Type of building: Semi-detached house/bungalow

Number of storeys: 2

Number of habitable rooms: 5

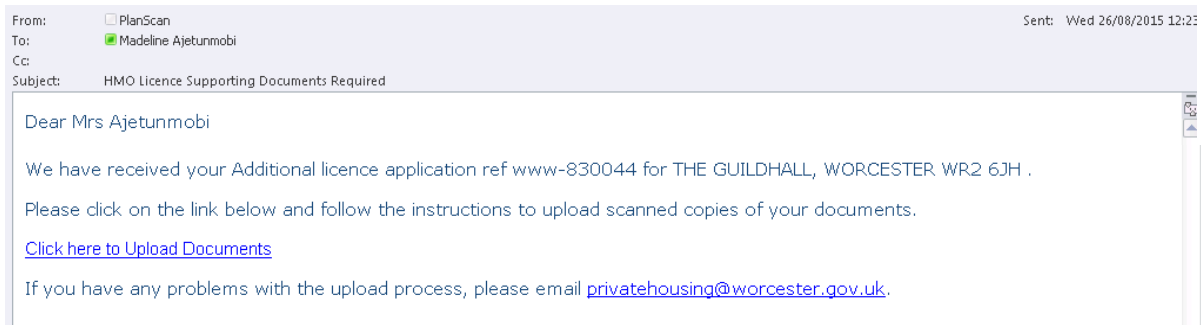
Number of occupants: 5

Fee Paid

Document upload

You will be sent an email requesting documents to be uploaded.

If you have not received this email within 48 hours, please contact us at privatehousing@worcester.gov.uk as we may not have received your application.



Click on the link and upload the relevant documents using the "Browse" button.

