

# Application for a Selective or Additional Private Rented Property Licence

## Notes for Applicant:

All landlords and property managing agents letting a property in the London Borough of Barking and Dagenham need to apply for a licence.

Please refer to the Step by Step Guide to application before completing this form. It provides you with information on licensing a property and information on how to complete each section of this form.

The proposed licence holder needs to be the most appropriate person, namely the landlord, person in receipt of rent or in control of the property. If it is a limited company please give the full company name and address of a UK registered office and listed director who will be the proposed licence holder. It is preferred that the proposed licence holder is the person that submits this application, although not essential.

## The Council must be satisfied of the following:

- The property to be licensed must be reasonably suitable for occupation – please refer to the Private Rented Property Licensing conditions before completing this application to ensure that your property meets the standard
- The proposed licence holder must be a fit and proper person to be the licence holder and must be the most appropriate person to hold the licence
- The proposed manager must either be the person having control of the house or his agent
- The proposed manager of the house must be a fit and proper person
- The proposed management arrangements for the house must be otherwise satisfactory

## Form completion:

This application should be completed and submitted online, if you would like to complete a postal application please contact the Private Rented Property Licensing Team below who will arrange for a form to be forwarded to you.

- If you have any queries regarding this application please contact the Private Rented Property Licensing Team on: 020 8724 8898 or by email [PrivateRentedPropertyLicensing@lbbd.gov.uk](mailto:PrivateRentedPropertyLicensing@lbbd.gov.uk)

- Each question must be answered.
- Please ensure you have details of room locations, sizes in square metres (m<sup>2</sup>) and facilities to hand.

## Section 1: Property Details:

### 1.1 What kind of application are you making? (please tick appropriate box)

First time licence ☐

Renewal licence ☐

Variation of existing licence ☐

### 1.2 What is the address of the property to be licensed?

	Postcode:

### 1.3 How is the property used?

House in multiple occupation ☐ Flat in multiple occupation ☐

House rented in single household ☐ Flat rented to single household ☐

Purpose built block of flats ☐ Other ☐

House converted into and comprising only of self-contained flats/units (If converted go to 1.3.1, if not go to 1.4) ☐

How many storeys does the property have? (Enter number e.g. 2 storeys)

On what storeys are they situated? (e.g. Ground floor and first floor)

#### 1.3.1 Details of converted house

Do you have a building regulation certificate for the conversion work which was issued after 1 June 1992? Yes ☐ No ☐

How many self-contained flats are in the building? (Enter Number)

How many of those self-contained flats are not owned by you? (Enter Number) (i.e. on a lease of over 21 years to someone else)

### 1.4 Living accommodation

How many people currently live in the property? (If 0 complete section 1.5)

How many households currently live in the property?

What is the number of people in each household?

How many separate lettings are there?

How many habitable rooms are there (excluding kitchens and )

bathrooms)

### 1.5 How is the property used? Future occupancy (Where currently number of occupants is zero)

When do you intend for this property to be occupied by tenants or licensees?

How many people do you intend to let the property to?

How many households do you intend to let the property to?

What will be the number of people in each household?

## Section 2: Proposed Licence Holder Details

Please provide the full name, UK address and contact details of the proposed licence holder. If it is a limited company please give the full company name and address of a UK registered office and listed director who will be the proposed licence holder. The proposed licence holder should be the landlord, person in receipt of rent or in control of the property.

### 2.1 Applicant Details

(If the proposed licence holder is the applicant please just complete section 2.2)

Surname		First Names(s)	
Address:			
		Postcode:	
Home Tel		Work Tel.	
Mobile Tel.		Fax No.	
E-mail Address			

Relationship to Licence Holder:

Employee ☐ Managing Agent ☐  
Relative ☐ Other (Specify):

### 2.2 Proposed Licence Holder

Surname		First Names(s)	
Address:			
		Postcode:	
Home Tel		Work Tel.	
Mobile Tel.		Fax No.	

Email Address	
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I am the:

Freeholder ☐ Managing Agent ☐

Leaseholder ☐ Person in control of the property (collects rent) ☐

### Section 3: Interested Party Details

#### 3.1 Managing Agent Details

(If the manager is the Licence Holder please just complete section 2.2)

Surname		First Name(s)	
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Address:			
	Postcode:		

Home Tel		Work Tel.	
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Mobile Tel.		Fax No.	
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E-mail Address	
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I am the person in control of the property (collect rent) Yes ☐ No ☐

#### 3.2 Owner Details (Freeholder)

(If the owner is the licence holder please just complete section 2.2)

Surname		First Name(s)	
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Address:			
	Postcode:		

Home Tel		Work Tel.	
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Mobile Tel.		Fax No.	
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E-mail Address	
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#### Leaseholder

I am the person in control of the property (collect rent) Yes ☐ No ☐

Surname		First Name(s)	
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Address:			
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		Postcode:	
Home Tel		Work Tel.	
Mobile Tel.		Fax No.	
E-mail Address			

### 3.3 Any other person who has agreed to be bound by a condition contained in the licence

Surname		First Name(s)	
Address:			
		Postcode:	
Home Tel		Work Tel.	
Mobile Tel.		Fax No.	
E-mail Address			

### 3.4 Mortgage / Lender details

Is there a mortgage associated with this property Yes ☐ No ☐

Mortgage Lender	
Mortgage Account Reference No.	
Address	
Tel No.	

### 3.5 Management of the Property and it's fit and proper declaration

Have you or anyone associated with you:

a) Have any unspent convictions relating to any of the following:

- Fraud    ▪ Drugs    ▪ Violence    ▪ Dishonesty    ▪ Sexual Offences Act 2003 (Schedule 3)

b) Been found by a court or tribunal to have been involved with any unlawful discrimination on grounds of:

- Sex    ▪ Colour    ▪ Race    ▪ Disability    Ethnic or National Origins

- c) Had a judgement made against you or them by a court or tribunal relating to, Environmental Health or Landlord and Tenant Law

**No** to A, B or C ☐ Yes to A, B or C ☐ If Yes, specify who:

- d) Does the proposed licence holder or manager have experience of managing rented property? Yes ☐ No ☐

- e) Does the proposed licence holder belong to an association of landlords? Yes ☐ No ☐

*If yes please provide details:*

- f) Is the proposed licence holder an accredited landlord? (if yes indicate which accrediting body)

- g) Is the property visited to check its condition and for any antisocial activities of the tenants? Yes ☐ No ☐

- h) Are there any funds to deal with uninsured damage/insurance and maintenance of the property? Yes ☐ No ☐

### 3.6 Other Licences

Has any person named on this form previously held or do they currently hold a licence for any other property subject to licensing? Yes ☐ No ☐

If yes, please provide the addresses of the property(ies) and complete 3.6.1

Address	Name of Licence Holder

3.6.1 Have you or anyone associated with you within the last 5 years, been in control of a property that:

- a) Was subject to a control order Yes ☐ No ☐
- b) Was subject to a Management Order Yes ☐ No ☐
- c) Has been refused a licence or breached conditions of a licence Yes ☐ No ☐
- Yes to A, B or C ☐ If Yes, specify who:

## Section 4: Health & Safety

- a) How many smoke alarms are there in the common parts? (i.e. Halls, stairs and landings)
- b) Does the property have fire doors fitted to the kitchens? Yes ☐ No ☐
- c) Does the property have fire blankets in all kitchens? Yes ☐ No ☐
- d) Does the property have fire extinguishers in the common stairways? Yes ☐ No ☐
- e) Does the property have a fire detections system? Yes ☐ No ☐
- f) Do you provide details of escape routes and other fire safety information to occupiers? Yes ☐ No ☐

If yes, please provide details below:

- g) Is the property in a good state of repair? Yes ☐ No ☐
- h) Is the property adequately heated? Yes ☐ No ☐
- i) Does the electrical system comply with current regulations? Yes ☐ No ☐
- j) Does the furniture you provide within the property comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (amender 1989 & 1993)? Yes ☐ No ☐
- k) Is there a gas supply to the property? Yes ☐ No ☐

If yes, confirm that any gas appliances meet any safety requirements in any enactment and a gas safety certificate is in place. **You will need to provide a copy of the current gas safety certificate with this application.** Yes ☐ No ☐

## Section 5: Property Information

### 5.1 Age of Property (Approximately)

- |             |                                      |                                      |                          |
|-------------|--------------------------------------|--------------------------------------|--------------------------|
| Pre 1919    | <input type="checkbox"/> 1919 – 1944 | <input type="checkbox"/> 1945 - 1964 | <input type="checkbox"/> |
| 1965 – 1980 | <input type="checkbox"/> 1981 – 1991 | <input type="checkbox"/> Post 1991   | <input type="checkbox"/> |

## 5.2 Living Accommodation

[illegible]

Are there any external structures, outbuildings or sheds used as part of the living accommodation? Yes ☐ No ☐



5.2.1 Please list all separate kitchens/kitchenettes within the property (complete all columns)

Room	Is this Shared (S) / Exclusive Use (E)	Number of Sinks	Hot & cold water supply Y/N	Facilities	Location	Size of Room (sq. m)	Smoke Alarm Y/N
e.g. Kitchen	S	1	Y	1 Four ring hob, 1 oven/grill	First Floor Rear	15	Y
e.g. Kitchenette	E	1	Y	1 2-ring hob oven/grill	Ground Floor Front, Room 2	20	Y

5.2.2 Please list all bathrooms/shower rooms and W/C's (complete all columns)

Facility	Is this Shared (S) / Exclusive Use (E)	Number of Wash hand basins	Hot & cold water supply Y/N	Toilets	Location	Name of tenant(s) (Or indicate if not applicable)
e.g. Bathroom	S	1		1	First Floor Rear	N/A
e.g. Shower Room	E	1		1	Ground Floor Front, Room 2	Mr A Smith and Mrs B Smith

## Section 6. Tenancy Management

a) Is there a tenancy agreement in place for each for each individual or household? Yes ☐ No ☐

If so do tenants have a copy of their tenancy agreement? Yes ☐ No ☐

b) Are tenants required to provide deposits at the commencement of their tenancy? Yes ☐ No ☐

If so are the deposits held with a recognised deposit scheme? Yes ☐ No ☐

c) Is there a current Energy Performance Certificate on the property? Yes ☐ No ☐

If so were tenants provided with a copy on commencement of their tenancy (post 2009)? Yes ☐ No ☐

d) Are the managers contact details displayed in the property? Yes ☐ No ☐

## Section 7. Notification of all Relevant Parties

You must let certain persons know in writing that you have made this application, or give them a copy of it. These are:

- Any mortgagee (e.g. 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 a 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 to be bound by any conditions in a Licence if it is granted

You must tell each of these persons:

- Your name, address, telephone number, E-mail address
- The name, address, telephone number and E-mail address of the Proposed Licence Holder (if it will not be you)
- What type of license you are applying for
- The address of property to which the application relates
- The names and address of the local housing authority to which the application will be made.
- The date the application will be submitted

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

Name	Address	Description of the persons interest in the property or application	Date of service

### Section 8. Declarations by Applicant and Proposed Licence Holder

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 I/we are reckless as to whether it is false or misleading. ☐

I/we declare that I/we have served 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 (See table above) ☐

I/we declare that we have read through the Private Rented Property Licensing Conditions and that the property we are licensing is compliant to the standard. ☐

#### Applicant Declaration

Name	
Signature	
Date	

#### Proposed Licence Holder Declaration

Name	
Signature	
Date	

## Section 9. Public Register Note to Licence Holders

The Housing Act 2004 requires every local authority to maintain a public register of properties licensed under the act. Together with any Temporary Exemptions Notices served or any Interim/Final Management Orders.

The register is updated as we continue to issue property licences. An electronic online register is available on our website to view.

## Section 10. How to submit

- Ensure all sections have been completed
- On submission of your application please ensure you proceed to the payment section as an application without payment will not be processed
- A valid copy of gas certificate for the property to be licensed has been uploaded with this application.
- To upload your documents please return to <https://licensingonline.lbbd.gov.uk/OCS/ServiceRequests/Default/MyServicesLogin>
- If you are unable to upload your application/documents, or experience trouble processing payment please contact the Private Rented Property Licensing Team on 020 8724 8898 Mon-Fri between 9am – 16.30pm.

***Please note that during the compliance visit, the Council Officer will review all original certificates to validate they are current.***