

# **TORBAY COUNCIL**

## **Renewal application to license a house in multiple occupation**

Housing Act 2004, Part 2 – Licensing of houses in multiple occupation

Once completed, please email to  
**housing.private.sec@torbay.gov.uk**, or post to:

Housing Standards  
Torbay Council  
Town Hall, Castle Circus  
Torquay, TQ1 3DR

For information or advice, visit  
**<https://www.torbay.gov.uk/housing/hmo-landlords/>**  
or call the Housing Standards team on **01803 208025**

This form is to renew an HMO licence which is due to expire.  
If you have recently taken control of an existing HMO, please make a **new application** instead.

You will need to provide the following **supporting documents** with your application.  
If you do not yet have everything required, please submit the application without these.  
Any missing documents must be received within 8 weeks to avoid operating an unlicensed HMO.

- **Fire risk assessment**
- **Electrical Installation Condition Report** – within the last 5 years
- **Fire alarm testing certificate** – within the last 12 months
- **Emergency lighting certificate** – within the last 12 months
- **Gas safety certificate** (if applicable) – within the last 12 months
- **PAT testing report** (if applicable) – within the last 12 months

You can pay the **application fee** in either one part or two:

Application type	Full fee	Part 1	Part 2
Renewal	£1,709	£428	£1,281
Renewal (enforced)	£2,054	£428	£1,626

This can be paid on the Torbay Council website at  
<https://forms.torbay.gov.uk/Housing/HMOLicencePayment>,  
or by cheque made out to 'Torbay Council'.

Please note that an application is not 'duly made' until the fee is paid,  
and your licence will not be issued until full payment is received.

If the renewal application is made after your current licence expires,  
you may need to pay the higher 'enforced' application fee.

**Part 1: Applicant's details**

<b>Applicant's name</b>			
<b>Applicant's address</b>			
<b>Email address</b>			
<b>Phone number</b>			
<b>Date of birth</b>		<b>National Insurance no.</b>	

Are you applying on behalf of somebody else?      **No**       **Yes**  (provide your details below)

**Details of representative**

<b>Name</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Phone number</b>	
<b>Relationship to applicant</b>	

Are you applying as:

An individual

A business  
(provide details below)

## Details of business or organisation

If you are applying as an individual, you can skip this section.

**Company name**

**Company's  
registered address**

**Company type**  
(e.g. private limited,  
sole trader)

**Applicant's position  
in the business**

**List of company  
directors**

Please include contact  
address, date of birth,  
and National Insurance  
Number for all directors.

**Part 2: Ownership & management**

Is the applicant also the proposed licence holder?      Yes       (provide details below)      No

<b>Licensee's name</b>			
<b>Licensee's address</b>			
<b>Email address</b>			
<b>Phone number</b>			
<b>Date of birth</b>		<b>National Insurance no.</b>	

Is the proposed licensee the owner of the property?      Yes       No

Does the proposed licensee have control of the property?      Yes       No

If no, please explain below why the proposed licensee is the most appropriate person to hold the licence for this property.

If you are unsure whether you are the person in control, please contact us for advice.

**Proposed manager**

**Will the proposed licensee also be the manager of the property?**

**Yes**

**No**

If no, please provide details below.

**Manager's name**

**Manager's address**

**Email address**

**Phone number**

**Date of birth**

**National  
Insurance no.**

**Details of mortgage**

If there is no mortgage, you can skip this section.

Please include details of any bridging loan or similar financial agreement.

**Name of provider**

**Contact address**

**Type of agreement  
(if not a mortgage)**

## Notifying people about the application

You must let certain people know in writing that you have made this application or provide them with 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 – e.g. the freeholder and any head lessors who are known to you
- Any mortgage provider of the property
- Any other person who you know to be a tenant or long leaseholder of the property or any part of it (including any flat), 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 property manager, if that is not you
- Any person who has agreed that they will be bound by any conditions in a licence if granted

You must tell each of these people/organisations:

- Your name, address, telephone number and email address
- The name, address, telephone number and email address of the proposed licence holder, if that is not you
- 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
- Whether this is an application for an HMO licence under Part 2 or a house licence under Part 3 of the Housing Act 2004

### Other interested parties

**Has anyone else agreed to be bound by the conditions of the proposed licence?**

Yes

No

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

Yes

No

**Does the property have any tenant or leaseholder with more than three years remaining on the tenancy/lease?**

Yes

No

If yes, please give details on the next page.

If there is insufficient space to list all relevant persons, please provide this information by email or on an additional document.

**Name of interested party**

**Address**

**Email address**

**Phone number**

**Interest in the property**

**Date of birth**

**National  
Insurance no.**

**Name of interested party**

**Address**

**Email address**

**Phone number**

**Interest in the property**

**Date of birth**

**National  
Insurance no.**

**Part 3: Details of property to be licensed**

<b>Address of property to be licensed</b>	
<b>Previous licence number (if known)</b>	
<b>Expiry date of current licence</b>	

Since the previous licence was granted, have there been any changes to any of the following:

<b>Number of occupiers and/or number of dwellings</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Layout of the property (if yes, please submit floor plans)</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Kitchen, bathroom, or other shared amenities</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Heating and energy efficiency</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Gas, electricity, and/or water supply</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Fire detection and emergency lighting</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Management procedures and ownership/control</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

If yes, please give details of all changes below.

**Part 4: Fit and proper person test**

Has the proposed licence holder, the manager, and/or any person associated with either of them:

- 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)?
- Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins, or disability, in or in connection with any business?
- Contravened any legislation relating to housing, public health, environmental health, or landlord and tenant law?
- Been refused a licence, or had a licence revoked for breach of any conditions, under Parts 2 or 3 of the Housing Act 2004?
- Contravened any Code of Practice relating to the management of HMOs?
- Been subject to a Management Order under the Housing Act 2004?
- In the past 5 years, been subject to a Control Order under the Housing Act 1985?
- Failed to comply with a Housing Notice (requiring works, etc.) served by a Local Authority?
- 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

If yes, please give full details below.

**Part 5: Accreditation & qualifications**

Is the proposed licensee and/or the manager:

<b>A member of a landlord or property accreditation scheme?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>A member of a landlords' association?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>A member of a professional body relevant to the ownership or management of residential property?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

Does the proposed licensee and/or the manager:

<b>Have any qualifications or taken training courses relevant to the ownership or management of residential property?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Own or manage other properties, in Torbay or any authority, which are licensable under the Housing Act 2004?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

If yes, please give details below.

## Part 6: Declaration

- 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.
- Information held by Torbay Council complies with and is held in accordance with the UK Data Protection Act 1998. The information that you provide on this form will only be used in the processing of the application form and will only be disclosed where necessary under any applicable legislation and certain circumstances should the application be successful, such as publication of business details on a public register; it may also be shared for the purposes of enforcement.
- I/we declare that I/we have served a notice of this application on the persons detailed in Section 2 of this application, who are the only persons known to me/us that are required to be informed that I/we have made this declaration.
- I/we declare that the house in respect of which a licence is sought under Part 2 of the Housing Act 2004 is subject to a licence under that part at the time this application is made. I/we further declare that to the best of my/our knowledge, either: a) none of the information described in paragraph 2(c) to (g) of that Act and previously submitted to the authority has materially changed since that licence was granted; or, b) the only material changes to that information are described in the preceding sections of this application.
- I give my authority for Torbay Council to verify the information and declarations I have made by making any necessary enquiries as permitted by the Data Protection Act 2018 – Schedule 2, part 1 (2) Prevention and Detection of Crime. Those enquiries may be made with any organisation that may hold the information. This may include but is not limited to Crown Prosecution Service, National Anti-Fraud Initiative, etc.

**Please sign to confirm that you have read and understand the above declaration.**

**Print name**

**Signature**

**Date of application**
