

Housing Act 2004 – House in Multiple Occupation Licensing

Guidance notes to assist applicants in completing the application form for a licence to operate a House in Multiple Occupation (HMO)

Before making an application to licence a House in Multiple Occupation (HMO) it is important that you read all of the following guidance. If you are still unsure about any aspect of the application form or what you are expected to do after reading this guidance, please contact our Private Sector Housing Team:

Email: privatehousing@harrogate.gov.uk

Phone: 01423 500600 ext. 56899

All parts of the application form must be completed in **full**, unless directed otherwise. Incomplete applications may delay the licencing process.

In these notes, “the Act” means the Housing Act 2004, unless otherwise stated, all references to section etc. are to sections in the Act.

Meaning of a mandatory licensable “HMO”

The definition, as of 1st October 2018, is prescribed in The Licensing of Houses in Multiple Occupation (Prescribed Description) (England) Order 2018 as a property which:

- (a) is occupied by five or more persons;
- (b) is occupied by persons living in two or more separate households*; and
- (c) meets—
 - (i) the standard test under section 254(2) of the Act;
 - (ii) the self-contained flat test under section 254(3) of the Act but is not a purpose-built flat situated in a block comprising three or more self-contained flats; or
 - (iii) the converted building test under section 254(4) of the Act.

* A household is defined in section 258 of the Act as where:

People are all members of the same family including the following relationships: couples living together as husband and wife or equivalent relationship if persons of the same sex, parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin, stepchild. Half-blood relations are treated as whole blood relations. Any domestic staff are also included in the household if they are living rent-free in accommodation provided for them by the person for whom they are working.

What happens after I have returned the application form?

Your application form will be checked to ensure that it has been completed in full. You may be contacted to confirm some of the information given. If it is not completed in full with all relevant documents attached, we will not accept it as a valid application and it will all be returned to you. An appointment will be made, preferably with the proposed licence holder, to visit the property and inspect it. Once the property has been inspected, an invoice will be sent to the proposed licence holder for the required fee as detailed below.

Houses in Multiple Occupation	2019/2020	2020/2021
	Licence Fee (£)	Licence Fee (£)
Standard fee for 5 units or less	530.00	545
6 units	580.00	590
7 units	620.00	635
8 units	660.00	680
9 units	700.00	725
10 units	740.00	770
11 units	780.00	815
12 units	820.00	860
13 units	860.00	905
14 units	900.00	950
Each additional unit	£40	£45

After the inspection, a draft licence will be issued to all persons with an interest in the property to which they can make representations. The draft licence should be issued within four weeks of receipt of a valid application form. This assumes that an inspection of the property can be carried out within a timeframe to facilitate this.

The representation period for the draft licence is 14 days. During this time, any concerns can be considered and hopefully resolved. The Licence Holder is advised to read the draft licence thoroughly and to contact the Council if they have any queries or objections. Upon expiry of the representation period, the full licence will be issued with a further 28 day appeal period. Again, it is the Licence Holder's responsibility to check the licence and in particular the commencement and expiry dates. Appeals can be made to the Residential Property Tribunal.

First Tier Tribunal (Property Chamber) 1st Floor, Piccadilly Plaza, Manchester, M1 4AH
 Email: rpnorthern@hmcts.gsi.gov.uk
 Telephone: 0161 237 9491
 Fax: 01264 785 128

If, on inspecting the property, it is found to be operating as a mandatory licensable HMO, without a licence, the Council will commence prosecution proceedings. If a licence application is made after the Council has determined that the property requires a licence, a reduced term licence will be issued but the full fee will be required. In such circumstances, the applicant will be given the opportunity to provide evidence to the contrary.

The Council is obliged by section 232 of the Act to keep a register of HMO licences that it has granted. The licence holder and manager's names and addresses (as they appear on the licence) will appear on the register which is available to the public.

SECTION 1 – Equality and diversity monitoring

This section is not compulsory to complete in order for the Council to deem an application valid.

It is vital that we monitor and analyse diversity information so that we can ensure that our services are fair, transparent, promote equality of opportunity and do not have an adverse impact on any particular group. Any information will be treated as strictly confidential and will be used for statistical purposes only. No information will be published or used in any way which allows any individual to be identified.

SECTION 2 – Details of persons with an interest in the property

When issuing a HMO Licence, the Council has a legal duty to consult with all persons who have an interest in the property. It must also issue the licence to the most appropriate person to hold it. Therefore the details of all of the below persons are required.

2.1 – Applicant details

These are the details of the person who is completing the form. If the Applicant is also the Proposed licence holder, only complete section 2.2 on Proposed licence holder.

2.2 – Details of proposed licence holder / person in control of the property

The Council must determine who is the most appropriate person to hold the licence for the property. This is often also the applicant and the property owner but it does not have to be. In deciding who you propose as the licence holder you must consider the following:

The Licence Holder **needs** to be:

- The person/company in control of the property.
- The person/company who can authorise, organise and pay for essential repairs.
- Reasonably available for tenants to contact in case of problems that arise with the property.
- Able to resolve problems that arise as they have the means to do so.
- Able to authorise and pay for works or repairs as they will be liable for any breaches of the licence.

The licence holder will **often** be:

- The landlord but it could be a manager to whom rent is paid and who has authority from the owner to effectively manage the property.

Where a manager is specified, the licence holder is likely to hand the everyday management responsibility of the HMO to the manager, including repairs. There are occasions where the council may issue a HMO licence to a person/company who is not the landlord. For example; where the landlord lives overseas or is not regarded as a fit and proper person. Where this is the case, the manager is accepting full and sole responsibility for the investment and management needs for the HMO. In the event of the council taking enforcement action in such a situation, the managing agent will assume full legal liability.

Where the proposed licence holder is not a fit and proper person:

- An agent must be appointed to control the property and hold the licence. The agent cannot be a relative or company that the person who is not fit and proper has involvement with. This is so that that person cannot exert influence over the licensee or manager nor be indirectly involved in the running of the HMO.

A HMO licence can be varied but it cannot be transferred to a new licence holder (Section 68(6) of the Act). Where the licence holder has changed, the new proposed licence holder **must** apply for a new licence.

Where a licence holder wishes to vary the licence, an application must be made to the Council in writing. There is a licence variation form available on the Council website.

If the holder of a licence dies while the licence is in force, the licence ceases to be in force on their death. However, during the three months beginning on the date of the licence holder's death, the house will be treated as if a Temporary Exemption Notice is in place as per section 62 of the Act. The representatives of the licence holder can apply for an extension of a further three months after the initial three months have expired. However the Council does not have to grant the extension. There is a right of appeal should the extension be refused. We would advise you to contact us to discuss this if the licence holder does pass away.

Where the proposed licence holder and/or manager are companies or trusts, this section needs to be completed with the personal details of all of the people who are in charge of that company/trust e.g. company secretary, directors, trustees.

2.3 - Details of manager of the property

A manager includes people or companies who assist the licence holder in the management of the HMO, but who do not control the property or have the authority to order and pay for works.

The manager will act under the instructions of the landlord and will have powers and duties given to him by the landlord. The management structure must be such that the manager is able to comply with the licence conditions and deal with the day to day operation management issues that arise as well as being able to deal with longer term management issues.

In order to be able to demonstrate that they are able to do so, the manager will need to operate within a reasonable proximity to the property. This is so that they can attend to matters promptly and retain an overview of the condition of the property and the management of the tenancies.

Managers should be satisfied that they have the necessary skills, competencies, knowledge of legal requirements and financial resources necessary to be able to properly discharge their legal responsibilities as the manager of a licenced HMO.

Managers should also be satisfied that when taking on the responsibility for the management of a licenced HMO that the condition of the property is such that it can be maintained reasonably free from health and safety hazards.

It is an offence for a licenced HMO to be managed by a person other than the person specified on the licence. The licence holder will be liable if the person managing an HMO is not the person specified on the licence.

If, during the term of the licence, the Manager of the property changes, the licence holder must apply for a licence variation using the form on the Council's website.

2.4 – 2.5 - Details of the freehold owner /leasehold owner of the property to be licensed

An owner of a property is the person who is entitled to sell the property and who holds or is entitled to the rent and profits of the property, or proposes to acquire, an owner's interest in the dwelling or building, which is capable of being recorded on the Land Registry.

Where a property is a leasehold property (e.g. a flat), the leaseholder and freeholder details are required. If you do not know these details, they can be found through a Land registry search on their web site at: eservices.landregistry.gov.uk

2.6 – Mortgage provider details

If there is a mortgage on the property the details of the mortgage company are required. This is because the mortgage company has an interest in the property in that it can take possession of the property and sell it if the repayments of the loan are not met.

The account number is only required because mortgage companies often request that the council provides this information in any communication with them. This information will not be used for any purpose other than to communicate with the mortgage company, if there is a mortgage on the property.

2.7 - Details of any other person with an interest in the property

For example:

- Mortgagor – this is the person who borrows money, from the mortgage company and the loan is secured on the property.
- Additional freeholder(s) and leaseholder(s).
- Other companies with loans secured against the property.

2.8 - Further information

Where persons have other licenced HMOs within the Harrogate District or another Local Authority area, relevant details should be provided along with the authorisation to contact the relevant Authority.

SECTION 3 - Fit and proper person

The Council must be satisfied that the person applying for an HMO licence and the manager are both a "fit and proper person" to hold the licence and manage the property respectively. This section asks questions of the proposed licence holder and manager to determine if they are, or are not, a fit and proper person.

Questions 1a - d

Section 66 of the Act states that in considering whether someone is a fit and proper person to be a licence holder or manager, Local Authorities must have regard to whether that person has:

- Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, the carrying on of any business.
- Contravened any provision of the law relating to housing or of landlord and tenant law
- Acted otherwise than in accordance with any applicable code of practice approved under section 233 with regard to the management of HMOs.
- Committed an offence involving: fraud, dishonesty, violence, drugs, sexual offence under Schedule 3 of the Sexual Offences Act 2003 (has notification requirements).

It also states that evidence can be considered if it shows that any person associated with or formerly associated with the proposed licence holder/manager has done any of the above. The associate can be personal, work or other. The evidence has to be relevant to the question of whether the proposed licence holder/manager is fit and proper.

Question 2

The Ministry of Housing Communities and Local Government guidance “Civil penalties under the Housing and Planning Act 2016, Guidance for Local Housing Authorities” Section 7.5 states that “If a landlord receives a civil penalty, that fact can be taken into account if considering whether the landlord is a fit and proper person to be the licence holder for a House in Multiple Occupation or any other property subject to licensing.”

Question 3

Section 66 of the Act states that a person is not a fit and proper person if a banning order under section 16 of the Housing and Planning Act 2016 is in force against the person. Section 14 of the Housing and Planning Act 2016 states that a banning order bans a person from:

- Letting housing in England
- Engaging in English letting agency work
- Engaging in English property management work
- Doing two or more of the above.

Question 4

Other evidence that suggests that person may not be fit and proper e.g.:

- Inadequate arrangements for the availability of funds to the manager or proposed licence holder to ensure satisfactory management of the property (planned maintenance to additional bathrooms/kitchens),
- Been declared bankrupt,
- Received a Housing Act notice (either 1985 or 2004),
- Convicted for failing to comply with a Housing Act notice,
- Has been refused an HMO licence,
- Has had an HMO licence revoked due to breach of conditions,
- Has held a licence or managed an HMO subject to an interim or final management order,
- Works in default undertaken by the Council where a legal notice has not been complied with (Housing Act, Environmental Protection Act, Planning and Building Control offences, Gas Safety (Installation and Use) Regulations 1998).

A conviction does not need to be disclosed if it is spent, this is as defined by the Rehabilitation of Offenders Act 1974.

It is a criminal offence to make a false statement in an application for an HMO licence.

Declaration – This section is to confirm that the proposed licence holder and manager agree that the information provided in **Section 3 - Fit and Proper Person Declaration** is correct to the best of their knowledge.

SECTION 4 – Information about occupancy

Tenancy agreement – A tenancy agreement is a contract between a landlord and tenant and may be written or oral. It gives rights to both a tenant and the landlord for example a tenant’s right to occupy a property and a landlord’s right to receive rent. Both a landlord and tenant have rights and responsibilities given by law, a tenancy agreement cannot conflict with the law. If a term in a tenancy agreement gives either party less than their legal rights, it cannot be enforced. It is strongly advised that a tenancy agreement is written as this reduces the likelihood of disagreement on what was or was not agreed.

Inventory and schedule of condition – An inventory of what furniture, fixtures and fittings etc are provided to tenant(s) and their condition is strongly advised. This assists with disputes between tenants and landlord should they arise over the return of bonds/deposits. Also, when considering the condition of the property and what a landlord is required to repair, consideration can be taken as to whether damage is wear and tear or as a consequence of tenant behaviour.

Rent book/receipts – If a tenant is not paying their rent by a method such as bank transfer or standing order where both landlord and tenant have a record of the transaction, a rent book or receipts are very strongly advised to be provided. This will assist should disagreement arise on whether or how much a tenant is in arrears or not.

Tenancy deposit – If a deposit is taken from a tenant it must be protected by being placed in one of 3 tenancy deposit schemes. These are: Deposit Protection Service, My Deposits and Tenancy Deposit Scheme. If you have taken a deposit from tenants and do not protect them and/or do not provide the tenant with the prescribed information, you will be unable to use a section 21 eviction notice.

Individual tenancies – Each tenant has their own individual tenancy agreement rather than all tenants being on one tenancy agreement for that property.

Bedroom/letting room – this is a room for the sole use of an individual tenant/household.

Household - A household is defined in section 258 of the Act as where:
People are all members of the same family including the following relationships: couples living together as husband and wife or equivalent relationship if persons of the same sex, parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin, stepchild. Half-blood relations are treated as whole blood relations. Any domestic staff are also included in the household if they are living rent-free in accommodation provided for them by the person for whom they are working.

Tenant living in the property – the person must live in the property as their main place of abode.

Room number – The room numbers must be the same as those on the plan of the property submitted with the application.

Start date of tenancy – The council has to determine what date the licence must start on. The date that the tenancies indicate that the property became a mandatory licensable HMO may be the date that the licence starts.

Under 10 years of age – The council has to determine whether the room is large enough for occupation by someone under 10 years of age.

More than 3 years left to run on tenancy - The Council must consult on the draft licence with all long standing tenants. A long standing tenant is a tenant with a lease with a term of more than 3 years left to run.

SECTION 5 – Property information

When describing the layout of a property all rooms **must** be described as if viewing the property from the front. The front of the property must be labelled on the floor plan of the property.

Storeys - This includes any floor of a building used: wholly or partly as living accommodation and business premises where the living accommodation is situated above or below it. Therefore this can include: basement, ground floor, first floor, second floor (and so on), attics and mezzanines. A storey is defined in The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006.

Planning approval - Planning permission may or may not be required in relation to your HMO. If you are not sure whether permission or approval is required for the property for which you are seeking a licence, contact the Council's Department of Planning Services.

Building Regulations Completion Certificate - Means a certificate issued by the Local Authority or Approved Inspector which indicates that specified building work carried out in the building has been completed to a standard which complied with the Building Regulations in force at the time the work was done.

Resident Landlord – This is a person who lives in a property that they legally own and they rent rooms in that property to people who are not family members. A resident landlord can have up to two tenants without their property becoming a HMO. However, where the resident landlord lets rooms to three or more people, who are not relatives and there are five or more people living in the property in total (landlord, relatives and tenants), the property requires an HMO licence.

Self-contained flat/unit - Is a dwelling, which is a separate set of premises, whether or not on the same floor, divided horizontally from some other part of the building. All of the rooms (bedrooms, living room, dining room, kitchen, bathrooms) for that dwelling are behind one door and they must not be accessible or used by anyone who does not live in that flat.

Non-self-contained flat/unit – This is unit of accommodation where not all facilities are behind one door. The kitchen, bathroom and/or toilet may be shared with other households.

Bedsits - The definition relates to the occupation rather than the layout of the property or facilities present. Bedsits are houses or flats let as individual rooms. The tenants are likely to have separate tenancies and locks on their doors. Each tenant will often live independently of other occupants although they may use the same facilities such as bathroom, kitchen and communal living space. The tenants do not necessarily all form a cohesive group and can end their tenancies separately.

Shared houses - The definition relates to the occupation rather than the layout of the property or facilities present. Shared houses are houses or flats let as a whole on one tenancy to members of a defined group e.g. students. The occupiers each enjoy exclusive use of a bedroom but would share other facilities including a kitchen, bathroom and communal living space.

Property management - means things done by a person in response to instructions from another person who wants to arrange services, repairs, maintenance, improvement, or insurance or to deal with any other aspect of the management of residential premises.

Refuse facilities - You must ensure that your tenants are disposing of their waste responsibly.

Under The Licensing and Management of Houses in Multiple Occupation Regulations 2007 Landlords of all HMO's (licensed and unlicensed) have a Duty to provide enough bins to enable the storage of waste created by each tenant pending its collection. This may involve

providing additional bins and organising disposal through a waste collection company. Through Harrogate Borough Council's waste collection service, HMOs are entitled to 1 x 240 litre bin for refuse and two black boxes and two blue bags for recycling, for every resident in the property that pays council tax.

From 1 October 2018 a new mandatory HMO licence condition is being introduced by the The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licenses) (England) Regulations 2018. This requires the licence holders to comply with Harrogate Borough Council's household waste storage and disposal scheme for the HMO pending collection. There is a cost for additional containers and collections. The council can also collect bulky waste; to find out more visit www.harrogate.gov.uk/waste or call 01423 500600.

It is advised that you:

- Provide new and existing tenants with information on their bin collection service and recycling information, including what waste is picked up by the council and which bin, box or bag to use. This information is available at www.harrogate.gov.uk/waste and the "In my Area" search allows residents to check bin collection days by adding the property postcode.
- Ensure that waste bins, boxes and bags are provided for tenants as well as somewhere safe and secure to store them.
- Think about how you intend to dispose of waste before carrying out any building improvements. Burning waste, using domestic waste bins belonging to the property or other properties, and putting waste in street litter bins or anywhere on the street is not permitted. Waste can only be removed by a licensed 'waste carrier'.
- When you are using the services of a waste carrier, the contractor has a Waste Carriers Licence and that a Duty of Care waste transfer note is provided showing the description and disposal route of the waste. You can check if a company is a registered waste carrier on the Environment Agencies website at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>
- Ensure any waste or unwanted bulky items (such as mattresses or furniture) left at the property are removed appropriately and legally from the premises. Consider adding a clause to your tenancy agreement requiring the property to be cleared of all waste at the end of the rental period.

Emergency lighting - Is a system of battery powered lights complying with British Standard (BS 5266) part 1 or equivalent where the battery is continuously trickle charged from the mains supply. The lights are located on the fire escape route and are designed to operate if the primary lighting sub-circuit fails.

Smoke/heat detectors - The system of smoke/heat detectors that is required in an HMO is specified by the "LACORS Housing – Fire Safety Guidance, on fire safety provisions for certain types of existing housing" and is based on the level of risk. Systems must comply with BS5839. In order to determine the system that is required in the property it is necessary to determine the number of storeys in a property and whether it is let as either a shared house or bedsits.

Fire doors – Fire resisting doors should be effectively self-closing so that the latch engages with no obstructions or hindrances such as catching carpets. Fire doors must not be propped open. They must be checked regularly for damage and maintained in accordance with BS 8214.

Self-closing devices – Self-closing devices fitted to fire doors should be a type in

compliance with BS EN1154.

Smoke seals – Need to be fitted where required by “LACORS Housing – Fire Safety Guidance, on fire safety provisions for certain types of existing housing”. Smoke spread is an even greater threat to life and property than flames, particularly in the early stages of a fire. Fire doors might also have to be fitted with a ‘cold smoke’ seal to prevent the ingress of smoke around the door edges (such fire doors would be specified as FDs fire doors). Exceptions apply where the leakage of smoke is essential for detecting a fire early. Combined smoke and intumescent seals are available.

Intumescent strips – Need to be fitted where required by “LACORS Housing – Fire Safety Guidance, on fire safety provisions for certain types of existing housing” should be fitted to the stiles and head of a fire-resisting door-set. These seals are fitted into grooves cut into the door or the frame, or alternatively, can be surface mounted. As soon as the temperature in the vicinity of the strips exceeds 200°C, usually about 10-15 minutes after the start of a fire, the seal swells and seals the gaps between the door and frame.

Fire risk assessment – The Regulatory Reform (Fire Safety) Order 2005 requires all domestic premises, which are not occupied as a single private dwelling, to have a fire risk assessment. HM Government Guidance is available and states that a fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. Its aims are to: identify fire hazards, reduce the risk of those hazards causing harm to as low as is reasonably practicable and to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises if a fire should start.

Electrical appliances – The Management of Houses in Multiple Occupation (England) Regulations 2006 require:

- The manager to ensure that every fixed electrical installation is inspected and tested at intervals not exceeding 5 years by a person qualified to undertake such inspection and testing.
- The manager must obtain a certificate from the person conducting the test which specifies the results of the test.
- The manager must supply a copy of the test certificate to the Council, within seven days, if the council makes the request in writing.
- The manager must not unreasonably cause the electricity supply that is used by any occupier within the HMO to be interrupted.

A copy of the current certificate must be included with this application form.

The current competent person schemes are: ELECSA, NICEIC, NAPIT, ECA.

A portable appliance test (PAT) - Portable appliances supplied by landlords should be PAT tested by a competent person at least once every two years and a written record maintained. Portable appliances are those not wired directly into the mains and which have a plug. These include: kettles, microwave ovens, toasters, washing machines, tumble driers.

Gas appliances – Under the Gas Safety (Installation and Use) Regulations a landlord must have an annual gas safety check and obtain a landlords gas safety certificate for all gas appliances within the property. The checks must be carried out and certificate issued by a Gas Safe registered engineer. The Management of Houses in Multiple Occupation (England) Regulations 2006 requires the manager to:

- Supply a copy of the test certificate to the Council, within seven days, if the council makes the request in writing.
- The manager must not unreasonably cause the gas supply that is used by any occupier within the HMO to be interrupted

A copy of the current certificate must be included with this application form.

Carbon monoxide – It is a condition of a HMO licence to provide a working carbon monoxide detector in each room where there is a gas appliance. In addition to this, it is a requirement of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 to provide a carbon monoxide detector in any room where there is a solid fuel burning appliance (e.g. coal, coke, wood).

Furniture and Furnishings (Fire) (Safety) Regulations 1988 - Are regulations which require that all upholstered furniture which is offered for sale, for hire or provided in furnished privately rented accommodation must comply with certain standards of fire safety. Mattresses and bed bases will not normally have such a label but instead should have a blue label indicating compliance with BS 7177:1991. All shops and wholesalers have been under a duty since 1990 to ensure that any such furniture they supply is fully compliant. Any furniture you have purchased since 1990 should therefore be satisfactory but you are advised to check this carefully, particularly if the furniture is second hand.

Usable floor space - Any part of the floor area of a room in relation to which the height of the ceiling is less than 1.5 metres is not to be taken into account in determining the floor area of that room. This is defined in the “The Licensing of Houses in Multiple Occupation (Mandatory Conditions of Licences) (England) Regulations 2018”. Also excluded from useable floor space is floor area which cannot be used by the tenant in the course of normal living activities for example the area that a door opens into.

Room sizes – The Council must now place new mandatory room size conditions on all HMO licences. These place the following requirements on the licence holder:

1. ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged over 10 years is not less than 6.51 square metres.
2. ensure that the floor area of any room in the HMO used as sleeping accommodation by two persons aged over 10 years is not less than 10.22 square metres.
3. ensure that the floor area of any room in the HMO used as sleeping accommodation by one person aged under 10 years is not less than 4.64 square metres.
4. ensure that any room in the HMO with a floor area of less than 4.64 square metres is not used as sleeping accommodation.
5. where any room in the HMO is used as sleeping accommodation by persons aged over 10 years only, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence.
6. where any room in the HMO is used as sleeping accommodation by persons aged under 10 years only, it is not used as such by more than the maximum number of persons aged under 10 years specified in the licence.
7. where any room in the HMO is used as sleeping accommodation by persons aged over 10 years and persons aged under 10 years, it is not used as such by more than the maximum number of persons aged over 10 years specified in the licence and the maximum number of persons aged under 10 years so specified.
8. The licence holder must notify Harrogate Borough Council of any room in the HMO with a floor area of less than 4.64 square metres.

Plan – See enclosed example floor plan

SECTION 6 – Declarations

This section needs to be signed by the following where they are to be bound by the conditions of the licence: applicant, proposed licence holder, manager, owner, company directors, company secretary or trustees.

SECTION 7 – Checklist of documents to enclose

This section is to assist the applicant in making sure that they are making a valid application by sending in the application form with all of the required additional documentation.

The application will not be deemed valid without all of the relevant documentation.

Please do not send original documents with the completed application.