

LIST OF INFORMATION TO BE SUBMITTED WITH THE APPLICATION FORM

1. PLANS*

An application for licence in respect of an HMO should be accompanied by 5 copies of plans of the premises. Where possible these plans should include a floor plan of each floor to a scale of 1:50 with elevations to a scale of 1:100 and should include a section through the building (including stairs) where the building is more than one storey. The plans should include all appropriate structural detail required to assess the suitability of the building. A site plan (including boundaries) to a scale of 1:500 should also be provided.

- **Floor Plan** The floor plan and accompanying documentation should show details, where appropriate, of the following:
 - All apartments including bedrooms, living rooms and circulation areas
 - Fire Exits including stairs
 - Fire-fighting points, fire doors, emergency escape windows, and equipment provided
 - Emergency lighting, fire detection and alarm systems
 - Sanitary accommodation including position of WC's, showers, baths & whb's
 - Kitchens & kitchen arrangements including detail of sinks, drainers, cookers, worktops, fridges and other food storage.
 - Heating arrangements including detail of flues and fuel storage.
 - Lighting (including light switches) and socket outlet points
 - Provision of ventilation
 - Clothes drying facilities
 - Fixed telephone point

- **Site Plan** The site plan should give details of the following:
 - Refuse storage arrangements
 - Position of any septic tanks, soakaways or sewage disposal facility.
 - External lighting points
 - Source or site of any private water supply and water storage arrangements
 - Site of any external LPG or oil storage areas

Whilst every effort should be made to submit plans to the above requirement should such plans not be available then hand drawn line plans will be acceptable providing that they are reasonably to scale or adequately dimensioned.

2. TENANCY/OCCUPANCY MANAGEMENT AGREEMENTS

- A copy of the tenancy/occupancy management agreement which is used or proposed to be used in relation to the operation of the HMO.

3. OTHER REQUIREMENTS

Whilst the following do not require to be submitted with the application they will require to be submitted before a licence can be issued.

Electrical Certificate*

- An electrical Installation Condition Report (EICR) certificate which meets the requirements of BS 7671 must be provided to confirm that the electrical installation is functioning properly and is safe. The inspection must be carried out by a qualified person and have been carried out within the last 5 years or by earlier intervals if directed by the qualified person.

Portable Appliance Test (PAT) Certificate

- A current Portable Appliance Test (PAT) Certificate is required annually, or at earlier intervals if directed, for all plug-in appliances provided by the licence holder. The certificate must indicate whether the item has passed or failed. The certificate must identify the competent person who carried out the checks, detail their address and be signed by them.

Certification for lifts, pressure vessels or other mechanical equipment

- An application should also be accompanied by a copy of certification by a competent person regarding the safety of any pressure vessels, lifts or other mechanical equipment used on the premises.

Certification regarding Gas Installations

- If there is a gas installation on the premises the applicant will require to provide certification of inspection by a CORGI registered person qualified to inspect the equipment certified. Such certification will require to indicate that the installation and equipment complies with statutory gas safety requirements.

Certification regarding oil-fired installations

- If there is an oil-fired central heating installation in the premises the applicant will require to supply a certificate from a competent person indicating that the installation complies with the relevant British Standard including any provision for combustion air.

Certification re Solid Fuel appliances

- Certification that flues serving solid-fuel appliances have been cleaned annually and that ventilation is satisfactory for combustion purposes.

Copy of Landlords Fire Risk Assessment

- A copy of a fire risk assessment carried out in respect of the premises.

Building Warrant or Planning Permission*

Where applicable a copy of any existing Building Warrant, Completion Certificate or Change of Use regarding the premises, or details of any application submitted for same but not yet approved by the Council., and a copy of any existing Planning Permission or Certificate of Lawful Use in respect of the premises, or details of any application submitted for same but not yet approved by the Council.