Licensing of Houses in Multiple Occupation (HMO)

Checklist for applicants

**Before you start**

Before you start an online application for a renewal of your HMO licence please ensure you have the information and documents scanned and ready to upload as outlined in the following checklist.

You legally must inform all of the interested parties about your intention to apply for a licence and you will be required to make a declaration with your application that you have done so.

The licence holder address will appear on a public register of HMOs. We are legally required to do this.

The manager’s address will appear on a public register of HMOs. We are legally required to do this.

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| --- | --- |
| **Information Required** | **Tick** |
| 1 | Licence number – this can be found at the top of your existing licence document.  |  |
| 2 | **Applicant:*** Names
* Address
* Postcode
* Telephone numbers
* Emails
 |  |
| Additional information regarding contact details:**UK Registered Companies -** If the landlord or manager of the HMO is a UK registered company you must provide their full company name, registered address, registration number and the name of a person who can be contacted in relation to the licence. This information can be found on the internet by carrying out a free Companies House search at [Companies House GOV-UK](https://www.gov.uk/get-information-about-a-company).An employee of a company cannot be the licence holder – it must be the company itself.You should also provide any other trading name and address of the company if this is different.**Partnerships, sole traders and private businesses ‘trading as’** - If the proposed licence holder and/or their manager is a partnership please provide a named partner who agrees to be the licence holder (or manager) e.g. Ms Lydia Jones partner in the firm Smith and Jones at their current address.**Trust and trustees** - If the owner and proposed licence holder is a trust, please provide the name of the person acting as a trustee who is legally liable for undertaking the formalities pertaining to the trust arrangement, e.g. Ms Lydia Jones Trustee for the Smith and Jones Trust at their current address |
| 3 | **Proposed licence holder** if this is not the applicant. * Names
* Address (must be in the UK)
* Postcode
* Telephone numbers
* Emails
 |  |
| 4 | **Proposed manager/managing agent** if this person is not the named proposed licence holder/applicant* Names
* Address (must be in the UK)
* Postcode
* Telephone numbers
* Emails
 |  |
| 5 | **Mortgage company** providing loan(s) in relation to the HMO to be licensed* Names
* Address
* Postcode
* Telephone numbers
* Emails
 |  |
| 6 | **Any owner(s)** of the property to which the application relates i.e. any other joint owners, the freeholder and any other leaseholders* Names
* Address (must be in the UK)
* Postcode
* Telephone numbers
* Emails
 |  |
| 7 | **Any other person who has an interest** in any part of the property to which the application relates* Names
* Address
* Postcode
* Telephone numbers
* Emails
 |  |
| 8 | **Person(s) who collect/receive the rents** if this is not the proposed licence holder* Names
* Address
* Postcode
* telephone numbers
* emails
 |  |
| 9 | **Registration number if you're a company or charity** |  |
| 10 | **Professional landlord organisation membership or registration** **number for any members** |  |
| 11 | **Ability to pay online** – debit or credit card |  |

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| **Documents required** | **Tick** |
| 1 | [Gas safety certificate](https://www.gassaferegister.co.uk/media/1868/landlords_gas_safety_record_large.jpg) (issued within the last 12 months- where there is a gas supply) |  |
| 2 | [Electrical Installation Condition Report (EICR)](https://admin.uat.barnet.gov.uk/sites/default/files/2024-07/Electrical%20installation%20condition%20report.pdf) (issued within the last 5 years) for the parts of building you own/control. (If the 5 year electrical safety inspection is due to be carried out you should not delay or put off submitting a licence application). |  |
| 3 | [Emergency lighting certificate](https://admin.uat.barnet.gov.uk/sites/default/files/2024-07/Emergency%20Lighting%20Completion%20Certificate.pdf) (issued within the last 12 months where emergency lighting is installed) |  |
| 4 | [Fire alarm test certificate](https://admin.uat.barnet.gov.uk/sites/default/files/2024-07/Fire%20alarm%20test%20certificate.pdf) (issued within the last 12 months where a fire alarm system is installed) |  |
| 5 | [Energy Performance Certificate](https://admin.uat.barnet.gov.uk/sites/default/files/2024-07/Energy%20Performance%20Certificate.pdf) (current) |  |
| 6 | [Portable Appliance Test (PAT) Certificate](https://admin.uat.barnet.gov.uk/sites/default/files/2024-07/Portable%20Appliance%20Test%20%28PAT%29%20Certificate.pdf) (only for portable appliances that have been provided by the landlord/agent such as fridge/freezers. Any appliances provided by the tenant do not require this certificate) |  |
| 7 | [Tenancy Agreements](https://www.gov.uk/government/publications/model-agreement-for-a-shorthold-assured-tenancy) Written terms on which the tenants occupy the premises. Copy of the latest version of this agreement. This is usually an Assured Shorthold Tenancy but other agreements exist such as Assured tenancies and Licence agreements. |  |
| 8 | [Floor plans](https://www.barnet.gov.uk/housing/private-housing/houses-multiple-occupation-lp/hmo-application-process/apply-hmo-licence/floorplan) of the property detailing the size, layout and position of each room.  |  |
| 9 | Evidence the property has [planning permission](https://publicaccess.barnet.gov.uk/online-applications/search.do?action=property&type=custom) or benefits from existing planning use |  |

Should you have any enquiries related to your application please contact HMOs@barnet.gov.uk