

HMO LICENSING

A guide for landlords and managing agents

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Important information

From the 8 December 2015 it is a legal requirement that all HMOs in Camden have a licence. All landlords who own or manage a HMO must make an online application to licence their HMOs in Camden.

- Failure to apply for a licence may result in landlords and managing agents being prosecuted and subject to an unlimited fine.
- Knowingly providing false or misleading information to obtain a HMO licence may result in landlords and managing agents being prosecuted and subject to an unlimited fine.
- Please be aware that the local authority has a duty to maintain a public register of licences granted. This register will contain the name and address of the licence holder and manager, as well as a summary of the licence itself.
- Licences are non-transferrable and the licence holder will be bound by the conditions of that licence. If you wish to change the licence holder then the old licence will need to be revoked and a new application submitted.
- Planning policy: The council is committed to the preservation of HMOs within the borough. The self-containment of shared accommodation may need planning permission and therefore you should always contact the Council's planning department if you propose to install kitchen or bathroom facilities within bedrooms or bedsits of HMOs or have any concerns about converting your property.

Before you apply

Before you start your online application it is essential that you read this guidance. Please ensure you have the relevant information and documentation outlined in the application form checklist. The documentation must be scanned and uploaded with the online application form.

Read Camden Minimum HMO and Hostel standards document which can be found online (4. Important documents and information).

NB: You are not expected to carry out any remedial works before an Environmental Health Officer inspects the HMO.

HMO Licensing – Summary guide to completing the online HMO licence application form

Creating your account

As an applicant you will need to register to create your user account before you can make a licence application. Once you have set up your username and password you will be able to save and track all of your ongoing HMO licence applications in the pending records section (see below) of My Services.



Licence Submission
Private Sector Housing Licences

My Services
My Services
Logout

My Services

Welcome To My Services

Here you can view and update your online submissions and check their progress.

[View My Records](#)

[View Pending Records](#)

[Update my user details](#)

[Manage My Contacts](#)

[Change password](#)

Pending records

You have the following forms saved from a previous sessions. Please click links below to complete the Application process.

- [27 October 2015 - 11:50 - Additional Licence](#)
- [16 October 2015 - 15:04 - Additional Licence](#)
- [13 October 2015 - 16:01 - Additional Licence](#)

Alternatively you can also track your submitted applications in the View My Records section of My Services (see below).



Licence Submission
Private Sector Housing Licences

My Services
My Services
Logout

My Records

Unique Reference	Type	Address	Date Received	Status	View Details
M: 052096	HMO Mandatory Licensing	48-50 Camden High Street London NW1 0LT	26/10/2015	Licence Applied For	View Details

Please ensure that you save your user name and password details somewhere safe and remember that passwords are case sensitive.

All HMO licence applications must be made using the online application form that will go live on 8 December 2015. If there specific reasons why you cannot make the application online then please contact the HMO licensing team directly to discuss the circumstances on 0207 974 5969.

There is a section further in this guidance document that explains some of the main pages in the online form and there is also some supporting information on each of the online pages, just look out for the  symbol.

When you are completing your application please ensure that you only use the next and previous buttons at the bottom of each page to move through the application. **Do**

not use the browser back button as this will close the application window and you will lose any unsaved information.

Information that will be necessary to complete an application

The online application form should take you 45 minutes to complete. You will need to have the following information ready:

- Full address of the property to be licensed.
- Name, address, post code, telephone numbers and email for the following:
 - The applicant
 - Proposed licence holder (must have a UK address) if this is not the applicant
 - Proposed managing agent if there is one and if this is not the applicant
 - Mortgage company providing loan(s) in relation to the HMO to be licensed
 - Any owner(s) of the property to which the application relates i.e. the freeholder and any other leaseholders
 - Any other person who has an interest in any part of the property to which the application relates
 - Person(s) who collect the rents if this is not the proposed licence holder
 - Names of the tenants including children that occupy the HMO

In relation to limited companies you are required to have the 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 www.companycheck.co.uk you should also include the trading address if this is different. An employee of a company cannot be the licence holder – it will be the company itself. If you do not know the details for completing the directors of the company questions please enter 0 into the application form (see later section).

If you are a leaseholder of a property owned by Camden Council you will need to use the following details to complete the freeholder section of the form:

Tenancy Services
5 Pancras Square
C/o Town Hall
Judd Street
London
WC1H 9JE

Email: hmolicensing@camden.gov.uk

Telephone Number: 02079745969

- You legally must inform all of the interested parties (where applicable) about your intention to apply for a licence and you will be required to make a declaration with your application that you have informed them.

- As part of the fit and proper section of the application you must provide details of any criminal records relating to the proposed licence holder and proposed manager (if applicable). Also details of any accreditation schemes or professional bodies which the applicant, proposed licence holder and proposed manager may belong to.
- You will be required to pay a fee for the licence application and this must be paid in full at the time of your application. You may be required to enter a secure password depending on your bank provider (see later fee section).

Documentation which must be submitted with the application:

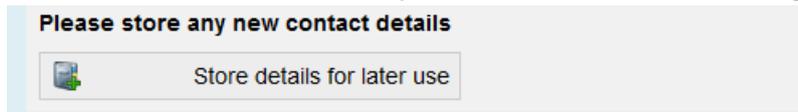
- Gas safety certificate (issued within the last 12 months – where there is a gas supply)
- Electrical installation safety certificate (issued within the last 5 years)
- Emergency lighting certificate (issued within the last 12 months where emergency lighting is installed)
- Fire alarm test certificate (issued within the last 12 months where a fire alarm system is installed)
- Floor plans of the property detailing the size, layout and position of each room.
- Building Regulations completion certificates for any building/conversion works undertaken after 1991 (where a building has been converted into flats or studio/bedsits). This will only be required to demonstrate the property is not licensable and therefore no HMO application is required.

Note: All above documentation will have to be current and submitted with your application and fee to make a valid application.

You will be able to submit the documents online when you make your application or you can send them into the **Private Sector Housing, HMO licensing team, 8th Floor, 5 Pancras Square, C/o Town Hall, Judd Street, London, WC1H 9JE**. Your application will not be deemed as valid until all of the documents have been received. If you accidentally upload the wrong document(s) you will need to contact the HMO licensing team with your application number and document title so it can be removed from our records.

Storing contact details for multiple use

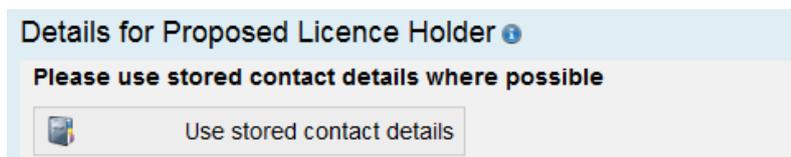
Whilst completing the form you will have the option of storing some of the person contact details for later use just look out for the following symbol on the form.



Alternatively you can go to the My Services section of the website and enter key interested party contact information in the manage my contacts section.



When you want to use the stored contact information again or in another application when you reach the relevant page of the form there is a button to press a drop down box appears and shows all stored details and you can select the one you need to enter.



Mandatory Fields

Some fields are mandatory and if you have not entered any information you will be directed by the alert messages to complete the missing sections. You can save and close the form and complete the remaining sections at a later time but you will have to scroll through the relevant completed pages of the form until you reach the sections that still need to be completed.

You will be able to navigate through the whole form so you can review and edit any details before submitting your final application and view the completed pdf document.

Saving the form

If at any point you wish to stop filling in the application form (even if just going away from your computer for a few minutes) please click the "save and close" button. This will ensure you do not lose any information you have already entered and you can log back into My Services on the left hand side of the screen and click on the relevant pending application.

HMO Licensing – HMO licence types

A HMO is a property occupied by three or more persons (including children) who form more than one household. An HMO is also a building converted into self-contained flats where the standard of conversion does not meet the 1991 Building Regulations, and where half or more of the flats are rented.

HMOs are commonly occupied by a group of individuals sharing a house or flat, or individuals living in bedsit accommodation, including room-by-room lets. HMOs can also comprise buildings converted into self-contained flats or studios, and may include properties where there are separate leaseholders of the flats and a freeholder of the main building and common parts.

There are currently two HMO licensing schemes in Camden and the type of HMO will determine which licence type you will need to make an application for.

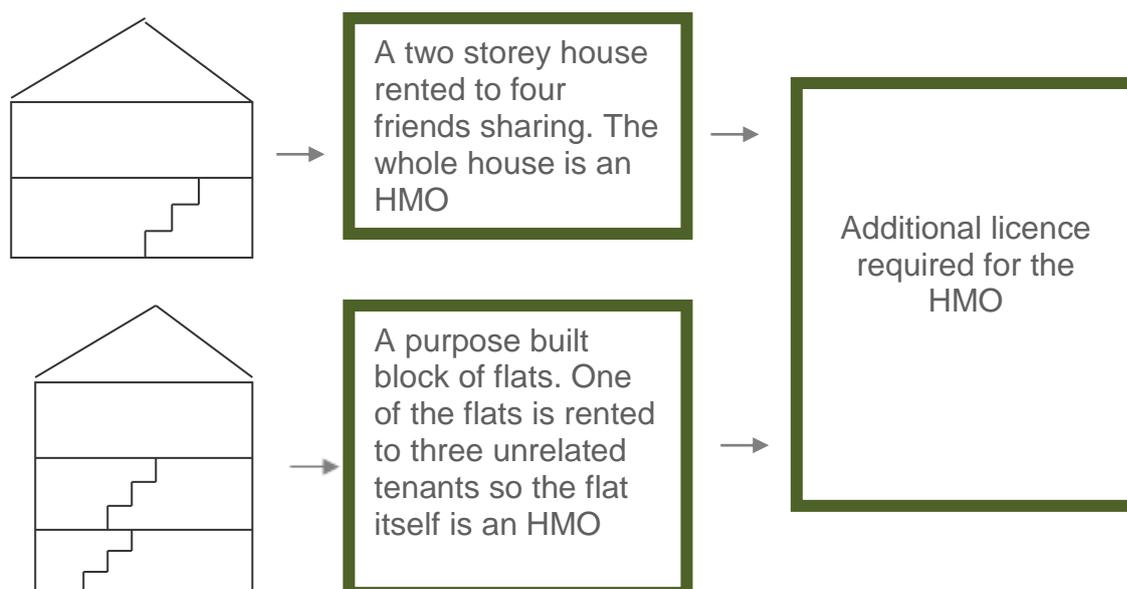
Mandatory HMO licence scheme:

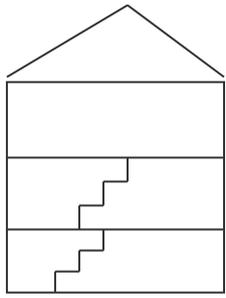
This is a national licensing scheme which came in on 1 April 2006. The definition of a mandatory HMO changed on 1 October 2018. This means most properties occupied by five or more people forming two or more households require a licence regardless of the number of storeys.

Additional HMO licence scheme:

This is a local scheme to Camden which came into force on 8 December 2015. This licence type is for all other HMOs occupied by three or more persons forming more than one household. It also applies to buildings converted into self-contained flats (which do not meet the standards of the 1991 Building Regulations) where half or more (50% or more) of the flats are rented.

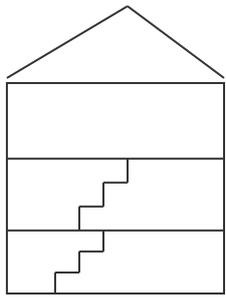
Examples of properties to be licensed under the additional HMO scheme:





A building converted into five self-contained flats. The building conversion does not meet the requirements of the Building Regulations 1991 (or later). A freeholder owns and manages the building and common parts. All of the flats are owned by separate leaseholders and three flats are rented out. The entire building is an HMO

The freeholder requires an additional licence for the common parts only of the HMO



A building converted into five self-contained flats. The building conversion does not meet the requirements of the Building Regulations 1991 (or later). The whole building including the flats are owned and rented by the freeholder. The entire building is an HMO

The freeholder requires an additional licence for the common parts and all the flats of the HMO

Further examples of HMO's that will be included in the additional scheme are:

Property description	Likely occupiers
<p>Bedsits or rented rooms</p>	<p>Individuals such as students or working professionals with no connection to each other. The landlord rents each room separately. The tenant only has exclusive use of their own room, although there are likely to be shared facilities such as kitchens, bathrooms or toilets. Or there may be facilities which are for the tenant's own use but not within the room.</p> <p>Three or more sharers living as above in a house or flat requires a licence</p> <p>NB: This includes right to buy properties</p>
<p>Shared houses or flats in multiple occupation</p>	<p>Likely to be rented by a group of students or professionals on one tenancy contract. The group will typically know each other when they move in and choose replacement tenants when someone moves out.</p> <p>Any shared house with three or more sharers living as above requires a licence</p> <p>Any shared flats under the control of a leaseholder with three or more sharers living as above requires a licence.</p>

	NB: This includes right to buy properties
Resident landlord with lodgers	<p>The owner lives on site and rents out rooms to more than two lodgers. Occupiers may share meals with the owner, or have meals included, or they may live independently.</p> <p>Any resident landlord with three or more lodgers requires a licence</p>
Buildings converted into self-contained flats or studios. The conversion does not comply with the Building Regulations 1991 (or later) and 50% (or more) of the flats are tenanted	<p>This does not apply to buildings which were originally built as self-contained flats – only those that were subsequently converted.</p> <p>The scheme applies to freeholders who own/control converted building.</p> <p>A freeholder who owns/controls the common parts of a converted building where the flats are owned by separate leaseholders must apply for a ‘common parts’ licence.</p> <p>A freeholder who owns a converted building and owns/rents any of the flats within it must apply for ‘common parts and flats’ licence.</p> <p>NB: If one of the flats within the building is itself a flat in multiple occupation, then this will need an independent licence.</p>
Buildings with a mix of residential and commercial units	<p>In a building with mixed residential and commercial units, if two or more of the converted flats do not meet Building Regulations 1991 (or later) and are rented.</p> <p>Must apply for a s257 licence</p>
Student accommodation	<p>This includes purpose built flats and cluster flats occupied solely by students that are not owned or managed by an exempted educational establishment (see below). Parts of the building will have shared facilities such as kitchens, bathrooms and toilets.</p>
Hostels	<p>This would include hostels managed by charities and refuges for people seeking refuge from domestic abuse. Other hostels such as those used for homeless etc. will be treated on a case by case basis.</p>

HMO Licensing – Property to be licensed

You will need to enter the full address details of the HMO for which you are applying for a licence. You can use the property search function to search all addresses in the London Borough of Camden by clicking on the house  icon. If you cannot locate the address in the search function you will need to manually enter the required details into each field.

Application for an Additional HMO Licence

[View all in progress forms](#) Save and Close

Address of Property to be Licensed ⓘ

House Name/Flat Number

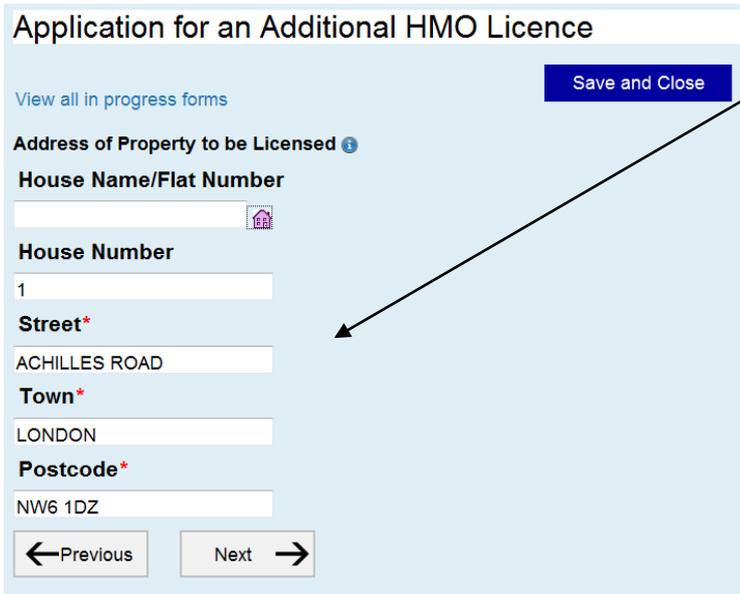
House Number

Street*

Town*

Postcode*

← Previous Next →



HMO Licensing - Who can apply for a HMO licence, the licence holder and interested parties?

Who can apply for a HMO licence?

Anyone can apply for a property licence on behalf of the landlord but it is better for the proposed licence holder to make the application due to the declarations that must be signed in the form.

The licence holder

The proposed licence holder (if not the applicant) needs to be the most appropriate person to be the licence holder, namely the landlord, person in receipt of rent or in control of the property. At the very least, the council expects the licence holder to have the power to:

- let and terminate the tenancies and receives the rental income;
- access all parts of the premises to the same extent as the owner.

If the licence holder is a limited company please give the full company name and address of a UK registered office (the licence will be in the company name).

Details for Proposed Licence Holder 

Please use stored contact details where possible

 Use stored contact details

Title*

Forenames*

Surname*

Date of Birth*

Address

House Name/Flat Number

House Number

Street*

Town

County

Postcode*

Country

Contact

Email Address*

Phone Number*

Mobile Number

Please store any new contact details

 Store details for later use

Is the proposed licence holder also any of the following?

Applicant (the person completing the form) 

Manager of the property (with responsibility for maintenance and tenants) 

Freeholder (owner of the building) 

Leaseholder (holds the lease on the house or flat) 

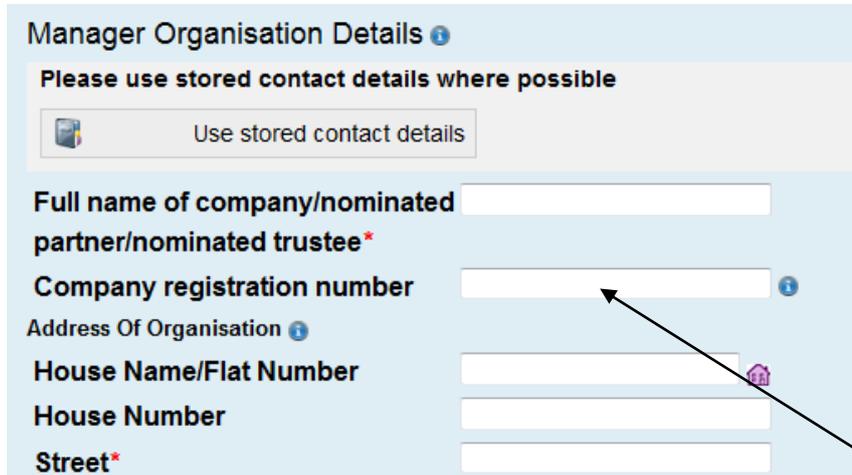
Rent collector (the person who ultimately receives the rent) 

Responsible for repairs 

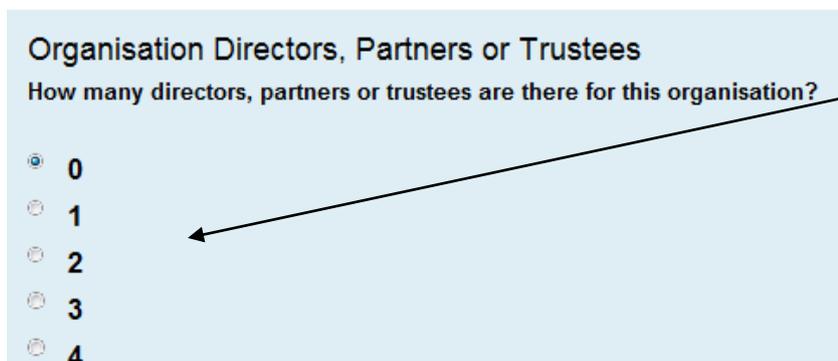


Interested parties

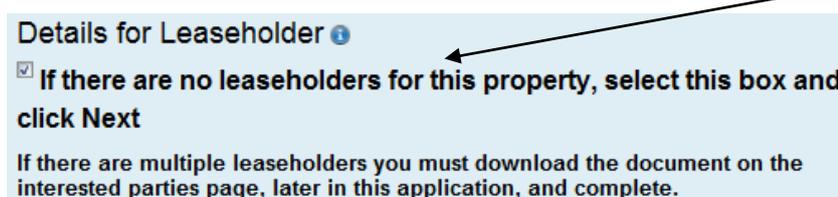
During the application the applicant/licence holder will need to identify their roles and responsibilities for the property such as who collects the rent and who is in charge of management of the property. You will also need to provide all of the interested party contact details which can include leaseholders, joint freeholders, mortgage lenders and managing agents. We also need a list of the current tenants in the property.



In relation to limited companies you must have the 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 by carrying out a Companies House search at www.companycheck.co.uk you should also include the trading address if this is different. An employee of a company cannot be the licence holder – it will be the company itself. If you do not know the details for completing the directors of the company or the registration number questions please enter 0 in to the number of directors.



If there are no additional interested parties then please select the relevant option at the top of each the interested party pages of the online form.



At the end of the interested parties sections you can download a blank excel template document where you can enter any additional interested parties that you have not

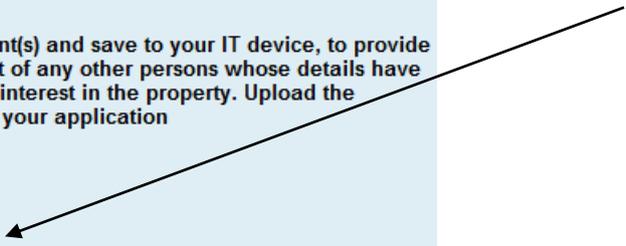
already included. You may need to use this when there are a number of leaseholders or freeholders as the application form will only allow a single party to be entered. Once you have downloaded the excel template please complete all of the required fields and save the document somewhere safe on your computer as you will need to attach it to your online application at the end of the process. Alternatively you can print the document off and post it to the council on the details provided in the introduction section of this guidance.

Other interested parties ⓘ

Please download the following document(s) and save to your IT device, to provide full contact details and nature of interest of any other persons whose details have not already been supplied that have an interest in the property. Upload the completed document(s) after submitting your application

- Additional freeholders
- Additional leaseholders
- Additional mortgage providers
- Tenants
- Other interested parties

Interested parties include all individuals or companies that have a legal interest in the property (all parts of the building subject to the licence)



You will need to contact all interested parties before you apply to inform them that you are making a licence application for your HMO.

HMO Licensing – Type of building

‘Purpose built’ implies that the house or flat is still of its original design and layout without any conversion into separate self-contained units. This could be an original family house or a purpose built block of flats. This would also include a building used as a HMO with shared kitchens or bathrooms.

‘Converted’ is where the internal layout of a residential property has been changed – often to create more self-contained units. An example of a converted building would be a three storey family home converted into three flats.

‘Converted from non-residential’ is where a building had a different use (such as a commercial property) before it was converted to a residential property. An example would be a public house (pub) that has been converted into flats.

Type of Building

- Purpose built
- Converted
- Converted from non-residential

HMO Licensing – When was the property built?

You should be able to find this information out on your property ownership documents such as the survey report carried out for the property purchase, the deeds or the land registry title. You can also estimate by looking at the architectural features such as windows and brick work and then compare those to information that is available on the internet. If you are unsure you can make an estimate.

Date Built

before
1919

1919–
44

1945–
64

1965–
80

after
1980

HMO Licensing - How do I count the number of storeys?

When counting the number of storeys above and below ground in the whole building you need to include:

- Basements and attics/lofts if they are occupied or have been converted for occupation by residents or if they are in use in connection with the occupation of the HMO by residents
- Any storeys which are occupied by you and your family if you are a resident landlord
- All the storeys in residential occupation, even if they are self-contained
- Any business premises or storage space on the basement, ground floor or any upper floor

Number of storeys within the building 

Street level and above*

Below ground level*

Number of storeys within the flat that is to be licensed



If you are licensing a flat or a maisonette that only occupies part of the building or only a floor in the building you must also state how many storeys there are in the flat or maisonette that are making the licence application for. The number of storeys in the flat or maisonette to be licensed cannot exceed the number of storeys in the whole building.

HMO Licensing - How do I count the number of units?

A single HMO can be made up of a number of different lettings – some self-contained and others with kitchen and bathrooms that they share.

In the case where a building comprises of only self-contained flats or studios (where all of the facilities and amenities are behind the main front door of each flat), each occupied by one household, each flat or studio would count as one unit.

If a house or flat has shared facilities, or facilities outside the flat door, you need to count each bedroom or bedsit as a unit. e.g. four individuals sharing a three bedroom flat would be counted as three units.

The number of units which should be counted is for the licensable part of the property.



Number of Units ⓘ

Self contained flats/studios*

0 ⓘ

Non-self contained units*

4 ⓘ

An arrow points from the right side of the 'Non-self contained units*' field towards the right edge of the image.

HMO Licensing - How do I work out the number households and occupiers?

A 'household' for the purposes of the Housing Act 2004 and licensing could be a single person or members of the same family living together who are:

- Couples married to each other or living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex)
- A family living together, including parents, grandparents, children (and step-children), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins and their partners
- Half-relatives who are treated as full relatives
- A foster child living with his foster parent is treated as living in the same household as his foster parent

However, friends occupying a house on a shared tenancy are viewed as multiple households and each tenant would need to be considered as an individual household for the purposes of counting them to see if it is a HMO that requires licensing.

The number of occupants is the total number of people (including adults and children) who are occupying the HMO no matter how many households are in the HMO.

If you are a resident landlord sharing the property with three or more lodgers then you would count your household as one (whether this is just yourself or your family) and then each of the remaining lodgers as a separate household. You will only need to make a HMO licence application if there are more than two lodgers sharing in your home.

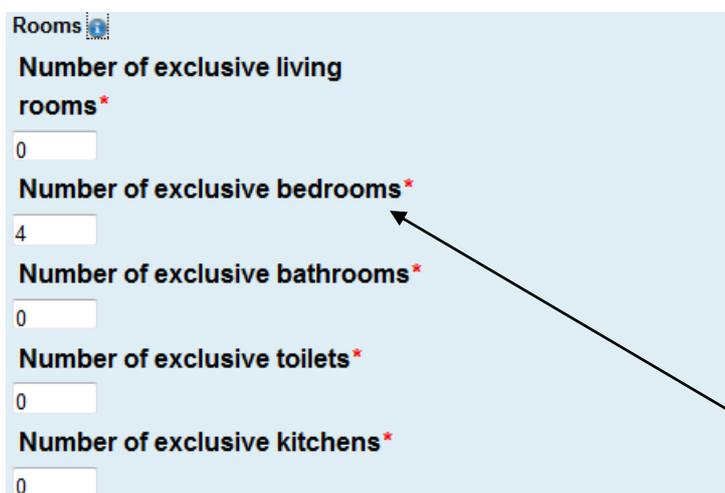
As a resident landlord you do not need to declare the accommodation you and your family occupy as units in your application - only enter how many units the lodgers occupy in your home. Each bedroom occupied by a lodger should be counted as a unit so three lodgers in three bedrooms will count as three units when you make your application. This will ensure the correct fee is charged and the conditions on the licence will reflect only the lodgers and not a resident landlord's household. If the resident landlord occupies a fully self-contained flat/maisonette of part of the building then please do not include that in this application.

The number of households which should be counted is for the licensable part of the property.

HMO Licensing – Rooms, facilities and amenities

You must provide information about the number of rooms and facilities that are for exclusive or shared use by the tenants that occupy the parts of the HMO that are to be licensed

The wording 'exclusive' in the application refers to the sole use of a room or facility by a single tenant or a household. This could include a self-contained studio or bedsit in a HMO that is occupied by a couple and no one else in the HMO can use the facilities (such as their living room, bathroom or kitchen). These rooms or facilities would normally be self-contained and only accessed only by the occupiers of that room.



The screenshot shows a form titled "Rooms" with the following fields:

- Number of exclusive living rooms* (input: 0)
- Number of exclusive bedrooms* (input: 4)
- Number of exclusive bathrooms* (input: 0)
- Number of exclusive toilets* (input: 0)
- Number of exclusive kitchens* (input: 0)

An arrow points from the right side of the page to the "Number of exclusive bedrooms*" field.

The wording 'shared' in the application refers to the use of a room or facility (such as a living room, bedroom, kitchen or bath/shower room) by more than one household or unrelated tenant in the HMO. So where 4 students or professionals are living in a house and they all share a kitchen and bathroom but the tenants have their own exclusive bedrooms with locks on the doors then the bedrooms would be classed as 'exclusive' bedrooms but the kitchen and bathroom would be classed as shared by all of the tenants.

Number of shared living rooms*

Number of shared bedrooms*

Number of shared bathrooms*

Number of shared toilets*

Number of shared kitchens*

HMO Licensing – Fire safety and health and safety

As the owner or landlord of a HMO there are certain health and safety standards that your property must meet in the areas of fire safety, electrical installation safety and gas appliance safety. A landlord must carry out a documented fire risk assessment of the shared common parts of a HMO. You will also have to declare how many heat and smoke alarms there are in the property on the application form, as well as their location. This will include heat and smoke alarms that are part of a full automatic fire detection system (AFD). If the HMO does have a full AFD installed then this should be tested annually to ensure it is worked effectively. Any emergency lighting should also be tested annually. You should also document the means of escape for tenants in the instance of a fire.

Fire Safety

How many smoke/heat alarms are fitted in the property?*

What are the locations of the smoke/heat alarms?

Please supply details of fire escape routes and of any fire safety information provided to occupiers

Landlords must ensure that all fire safety equipment including alarms and extinguishers are maintained in good working order and that adequate fire safety measures are in place with regards to the design and the protection to the escape route (e.g. main

staircase, landings and hallway. Also all landlords must ensure that furniture and furnishings (e.g. sofas, beds, cushions etc.) meet set levels of fire resistance. New furniture must be permanently labeled to show they meet this standard of safety.

All gas appliances such as cookers and boilers and solid fuel appliances such as open fires must also not be a health and safety hazard to the tenants in the HMO. It is a legal requirement to test all gas appliances annually and also to install carbon monoxide detectors in properties where there are solid fuel appliances.

How many solid fuel appliances are fitted in the property?

0 

What are the locations of the solid fuel appliances?

How many carbon monoxide detectors are fitted in the property?

2

What are the locations of the carbon monoxide detectors?

boiler and kitchen

HMO Licensing – Fit and proper person test

In order to obtain a private rented property licence the proposed licence holder and managing agent (where applicable) will need to demonstrate that they are a 'fit and proper' person. This will involve making a declaration to confirm their status with regards to criminal offences. The licence holder must have a registered address in the UK. In determining whether an applicant is 'fit and proper' the council must take into account any evidence found that the person applying for a licence has:

- committed any offence involving fraud or other dishonesty, violence, drugs and certain sexual offences
- practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in connection with any business
- contravened any provision of the law relating to housing or landlord and tenant law

Proposed Licence Holder - Fit and Proper Person Declaration

Does the Proposed Licence Holder have any unspent convictions for offences relating to fraud or other dishonesty, violence, drugs or sexual offences?*

-- Please make a selection --  

If so, please provide details and dates:

Has a finding by a court or tribunal been made against the Proposed Licence Holder for practising unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business?*

-- Please make a selection -- 

Failure to meet the fit and proper person test may result in an application for a licence being refused. As an applicant/proposed licence holder you must ensure that when you complete the fit and proper sections of the online application that you have confirmed that any managing agents listed on the application have read and agree to the fit and proper responses and declarations. Providing misleading information to obtain a licence can lead to further legal action.

The proposed licence holder and managing agent (where applicable) must also be able to demonstrate that satisfactory management and financial arrangements are in place for each HMO. Whilst this does not form part of the application form you may be asked for further details on these arrangements if necessary.

HMO Licensing – Documents to be submitted with your application

To make a complete application you must submit valid documentation with the application:

- The person in control of the HMO to provide an 'Electrical Installation Condition Report' (EICR), issued within the last 5 years, for the electrical installation and fittings of the HMO to be licensed. (EICR to be renewed every 5 years).
- Where the installation and or fittings have been listed as 'Unsatisfactory', any C1 or C2 observations will require remedial works as a condition of the final licence. You are not expected to carry out any remedial works before your licence is granted.
Any C3 observations should be given due consideration.
- Electrical installation and commissioning certificates (EIC) are acceptable as long as the installation is not more than 5 years old and it relates to all of the installation.

- The EICR or EIC certificates are to have been issued by a competent electrician, registered with a nationally recognised third party body such as Electrical Contractors Association (E.C.A.) ; National Association for Professional Inspectors and Testers (N.A.P.I.T.); National Inspection Council Electrical Installation Contracting (N.I.C.E.I.C.)
- Emergency lighting certificate (where emergency lighting is installed)
- Fire alarm test certificate (where a fire alarm system is installed)
- Floor plans of the property detailing the size, layout and position of each room.
- Building Regulations completion certificates for any building/conversion works undertaken after 1991 (where a building has been converted into flats or studio/bedsits).

You will be able to scan or copy and submit the documents when you make your application and you must tick the relevant boxes on the online form. You will also need to submit any other information you feel is necessary to support your application such as the excel documents that identify additional interested parties.

If you cannot copy or scan your documents you can send to the HMO licensing team by post to the address detailed in the first section of this document. You can also submit your documents at a later date but your application will not be deemed as valid until all of the documents have been received. If you accidentally upload the wrong document you will need to contact the HMO licensing team with your application number and document title so it can be removed from our records.

Supporting Documents

Indicate which of the following mandatory documents will be supplied with the application (you will be able to upload these following payment):

- Electrical installation inspection certificate (five yearly)***
- Floor plans of property including layout and room sizes* **

Indicate which of the following additional documents will be supplied with the application. These documents are compulsory when applicable (you will be able to upload these following payment):

- 'Gas Safe' registered annual gas safety inspection certificates for each gas appliance**
- Written fire risk assessment (only for purpose built student accommodation - compulsory)**
- Building regulations completion certificate (only for purpose built student accommodation - compulsory)**
- Annual automatic fire detection system test certificate and report**
- Annual emergency lighting system test certificate and report**
- Additional Mortgage provider information**
- Additional leaseholder information**
- Additional freeholder information**
- Current tenants occupying the HMO information**

HMO Licensing - How much will a HMO licence cost?

Fees are only allowed to cover the cost of the Council administering the licensing scheme. The fee for the application will be automatically calculated once you have completed all the required fields in the online form. The full fee must be paid to ensure the application is valid.

The total fee for a five year HMO licence:

- £750 set fee for the HMO (house or flat)
- £60 per individual unit (each bedroom/bedsit/studio in the HMO) Any units within the HMO which are solely occupied by the proposed licence holder or their family will not be chargeable.

Purpose built student accommodation

- £750 set fee for the house or flat and £6.50 per individual bed space in the HMO

This reduced fee is for landlords of purpose built student accommodation meeting certain conditions which include the licensee or manager being accredited under the ANUK/Unipol codes of practice. These are approved codes of practice for renting and managing student accommodation and more information can be found at <http://www.anuk.org.uk>. You can read more about the eligibility criteria for this discount on the Council's website.

Accredited landlords

There is a £95 discount given for accredited landlords (per HMO application) where they:

- Are a private landlord who has successfully completed training to become an accredited landlord. (This is not the same as being a member of a landlords association; and they
- Hold up to date certification; and
- Are the proposed licence holder

The discount is for licence holders who are members of a professional recognised landlords' accreditation scheme (which conforms to the requirements for training and conduct contained in the Mayor of London's London Rental Standard).

This discount will not apply if the Council has to chase, remind or take enforcement action to ensure a landlord makes a valid licence application.

NB: Companies do not qualify for the £95 discount.

Converted self-contained flats (section 257 HMOs)

For HMOs that are defined by section 257 of the Housing Act 2004 (buildings converted into self-contained flats that do not meet the 1991 Building Regulations and half or more of the flats are rented) the fee will be £750 for the common parts (including stairways, landings and hallway) and £60 per unit of accommodation under the control of the proposed licence holder (each studio or flat in the HMO).

Any flat or studio occupied by the proposed licence holder or their family will not be subject to a fee.

Flats in the building which in themselves are in multiple occupation (whether in the control of the proposed licence holder of the building which is the HMO or a separate leaseholder) will need a separate licence application.

Note: Where the council has to take enforcement action, a licence may be revoked or varied and may require a new application and fee.

HMO Licensing - What happens if I fail to apply for a licence?

It is a criminal offence to let a HMO in Camden following the start of the additional licensing scheme on the 8 December 2015 without applying for a licence. There are a range of sanctions that could be applicable depending on the individual circumstances.

Failure to apply for a licence can lead to an unlimited fine on successful conviction.

If the council cannot grant a licence or a licence is revoked, the council has the powers to make an Interim Management Order (IMO). This will transfer the control and management of the property to the council for a specified period after which a Final Management Order (FMO) may be made.

An unlicensed landlord is not able to use the section 21 possession procedure until a valid application has been made. The section 21 procedure entitles them to regain possession of the property without a court hearing, following the service of a valid notice giving the tenant at least 2 months' notice.

For any period where an unlicensed property is being privately rented, an application can be made to the First-Tier Tribunal for a Rent Repayment Order (RRO). This could mean a landlord having to repay up to 12 months of rent either to the council (if the rent is paid through Housing Benefit or Universal Credit) or the tenants.

In addition to the above sanctions, knowingly providing false and or misleading information in a licence application can lead to an unlimited fine on successful conviction.

HMO Licensing - Right of appeal

The HMO licensing team will work hard to support applicants throughout the application process.

If a landlord feels that the council has made a decision that is unfair, in the first instance we would request that they contact the HMO licensing team by emailing hmolicensing@camden.gov.uk so that we can explain the reasons for our decision and hopefully resolve the problem. If you still feel that the council has acted unfairly by:

1. Refusing to grant a licence
2. Imposing certain conditions on a licence
3. A decision to vary a licence
4. A decision to revoke a licence

The landlord can appeal to the First-Tier Tribunal (what used to be called the Residential Property Tribunal or RPT). The FTT is an expert independent tribunal that act in the same way as the County Court to confirm, vary or overturn the council's decision.

First-Tier Tribunal (Property Chamber - Residential Property)
10 Alfred Place
London
WC1E 7LR
Tel: 020 7446 7700
Fax: 020 7637 1250
Email: london.rap@communities.gsi.gov.uk

HMO Licensing – What happens next?

Once you have submitted your complete application, supporting documents and payment you can track your submitted applications in the View My Records section of My Services (see earlier section in this guidance).

The application will then be passed to a licensing officer to process. If there is any information missing or more details are required, such as additional supporting documentation, then you will be contacted directly either in writing or by telephone to provide the required information.

[What happens next?](#)

Once the application has been processed it will be passed to a case officer who will contact the owner/landlord/licence holder to organise an inspection of the HMO that is to be licensed. This is so the council can validate the information provided in the application and ensure that the HMO meets the council's minimum standards for HMOs. These standards can be found on the website www.camden.gov.uk/hmolicensing. Once this inspection has been completed the licence will be processed and the proposed licence with conditions will be sent out to all of the interested parties. There is a 14 day consultation period where any of the interested parties can make a representation to the proposed licence. Once this 14 day period has expired and any representations have been considered then the final licence will be sent to all interested parties.

If you have any questions about your application or licence documentation please contact the HMO licensing team at hmolicensing@camden.gov.uk or alternatively call 020 7974 5969.

Appendix 1

Drawing a plan of your property

In order to license the house, the council has to obtain certain information from you about the property in order that it can assess the type of property it is, and what amenities and installations there are.

It is very difficult to form a correct impression of an HMO using words alone. For this reason the council requires you to provide a plan of the property with your application. A plan can very quickly sum up the nature of a property on just one page - sometimes it takes more but one page is often sufficient.

Of course you do not have to draw the plan yourself. You should be able to get any architect or plan drawer to do the job for you. This will however cost you money.

You may already have some plans of the property drawn for some other purpose. It is perfectly acceptable to use these so long as they show all the information the council requires.

If you choose some other person to draw the plans you should show them these sheets so they know the sort of plans the council needs. Professionals will be used to drawing plans which are more accurate and show far more detail than the council requires. By showing these guidance notes you might avoid having to pay for work which you do not need. The plans can be re-used in future applications for the same property so long as the information on them remains current.

The aim of the plans is to indicate:

- a) The layout of the house including size & proportions of rooms etc
- b) If and where fire doors are fitted
- c) Where fire detection & alarm equipment is sited

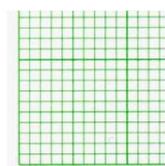
So long as the plans show these things clearly, they will be acceptable.

So how do I start?

You can use ordinary plain unlined A4 paper but you may find it helpful to use graph or squared paper.

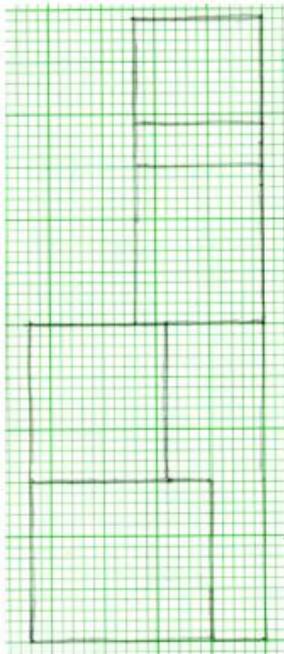
All are available from stationery shops.

It's helpful to use a scale and you should choose one which will allow you to fit all of your drawing on to one page.



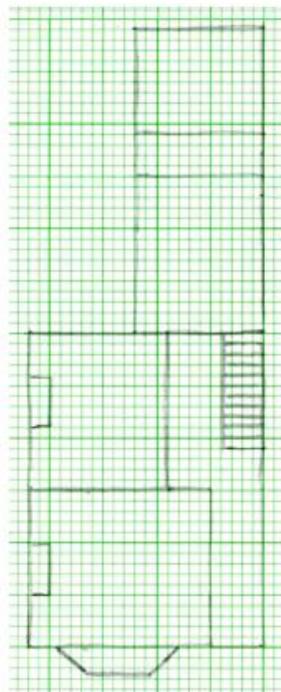
Often a scale of 1cm = 1 metre is about right but you should choose a scale to suit you.

You will probably find it's better to sketch out the plan in rough first. Walk around your property making a note of the layout and jot down the dimensions. Make sure that your chosen scale is one which will allow you to fit all of a floor on one sheet.

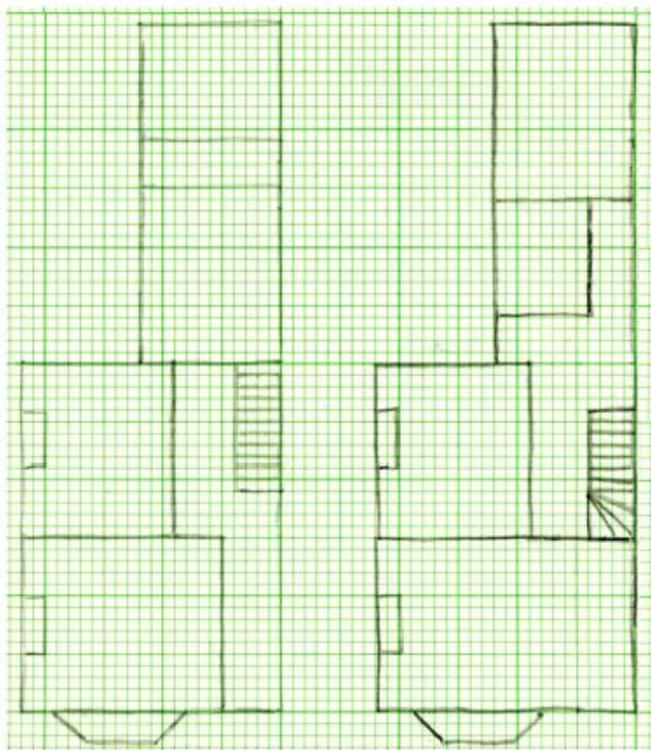
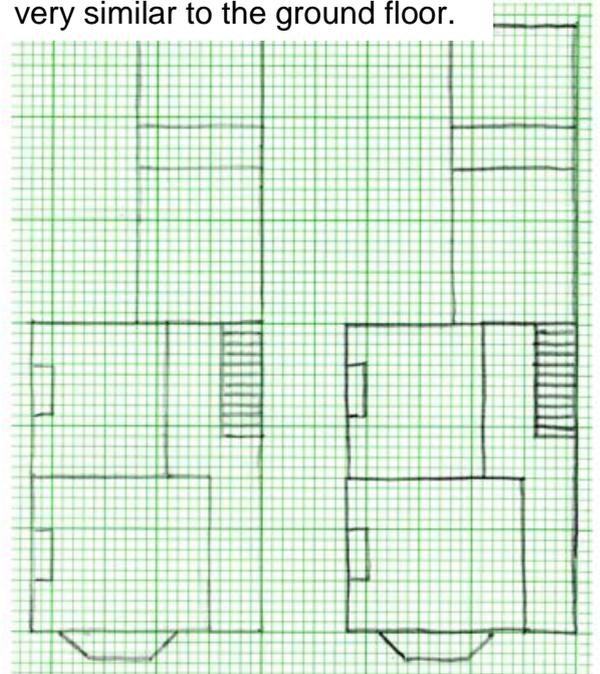


Start on the ground floor and using your chosen scale draw out the basic room shapes **in pencil**. Just use boxes to start with. Draw with light pencil strokes which can be rubbed out easily with an eraser. A single line is sufficient to represent a wall.

Then pencil in major structural things like chimney breasts, bay windows and stairs.



Presuming that there are other floors it is worth copying your basic plan at this stage as the layout of upper floors is often very similar to the ground floor.

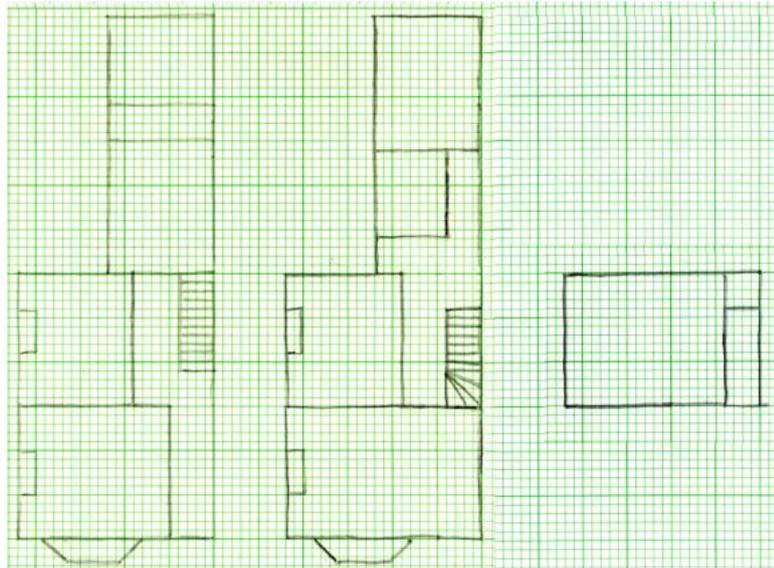


With a few amendments, showing the next floor up is fairly easy.

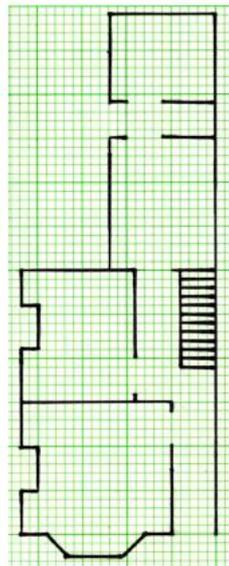
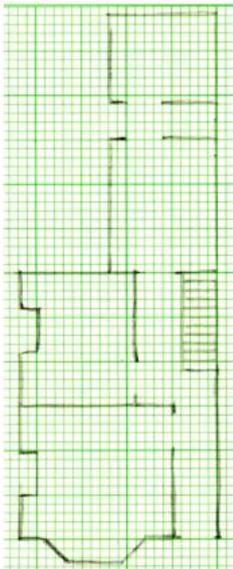
Stairs between the ground and first floor should be shown on the ground floor plan.

Stairs between the first and second floor should be shown on the first floor.

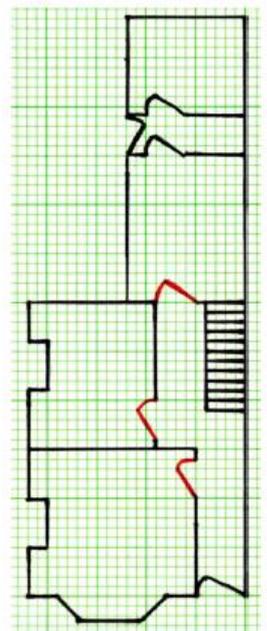
The next floor is even easier.



Now go round with an eraser and rub out all the bits of wall which are not really there such as across the bay and where the doorways are.

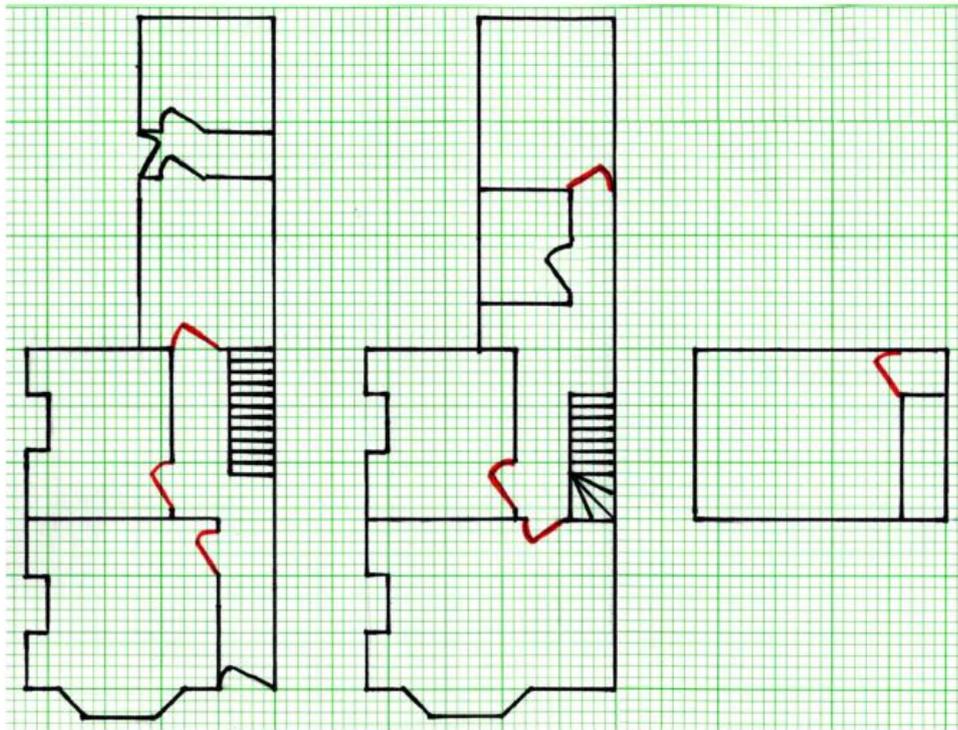


Using a black fine felt tip or similar pen and a ruler go over the lines you have sketched in pencil.

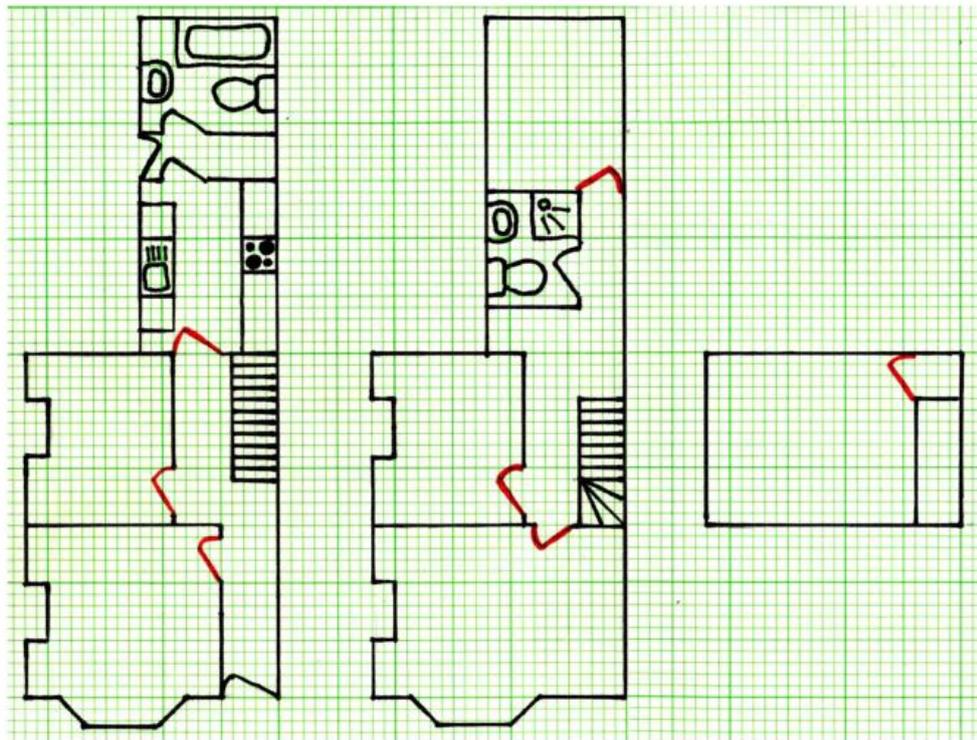


Then draw in the doors - sketch them in pencil first if it helps. Then use a fine felt-tip pen. A straight line to represent the door and a small curved line to show the path the edge of the door takes as it closes. Fire doors should be coloured red and other doors should be drawn in black. Rub out your pencil guide lines.

The result is something like this. It looks quite a reasonable result for a pencil, ruler and a couple of felt tips!



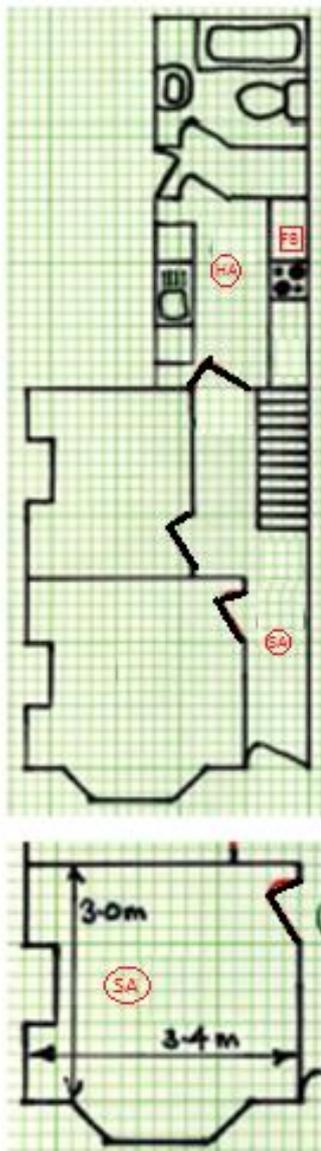
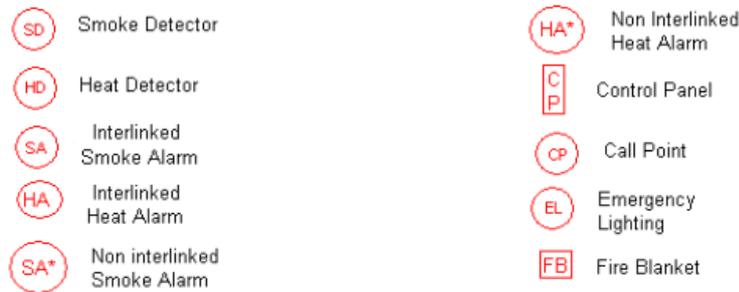
Then you need to add small drawings to show where baths, showers, washbasins, sinks, cookers and work surfaces are. Again sketch them in pencil and go over them with a pen.



Now you need to indicate on the plan where various items of fire precaution equipment are.

You could use any reasonable set of symbols to represent the various items of equipment so long as it is clearly understood what each symbol represents.

The Council suggests however that the following simple symbols are used. They have been designed to be drawn easily with a ball-point pen.



Don't worry too much about getting them exactly right. As long as the council can tell what they are they should do fine. It's probably best to use a green or red fine felt tip pen or a ball point pen to draw them in.

So that's the complicated part done. You just need to add some additional information to the plan to make it complete.

1. Write on the plan the address of the property and the date the plan was drawn.
2. State the use of each room.
3. Write down the scale you have used e.g. 1cm=1metre. However, also make sure that all room dimensions are also shown (i.e. the depth and the width of each room) with the arrows pointing out where the measurement was taken (see example opposite).
4. Add text to make it clear which floor is which. i.e. Ground, First, Second Floors etc.
5. State whether the detectors are interlinked; that is, if a fire is detected by one detector, all the sounders in the house are triggered.
6. Make a note on the plan, with a symbol of your own to illustrate any features you consider to be important.
7. The council is not asking you to draw in all the windows on the plan on the assumption that they are satisfactory so far as glazed area and ventilation are concerned. You therefore need to add a statement

Finally, if you are useful with computer software graphics packages, it really isn't too difficult to produce reasonably professional looking plans. The one illustrated below was produced using Microsoft Word which a lot of people have. There are many other software packages you can use including ones specifically designed to design and illustrate buildings and room layouts.

Two storey FMO in a three storey property



Appendix 2

Exemptions

- Properties controlled or managed by a local housing authority such as Camden Council. **[Note: If you are a leaseholder/property owner within a council building and rent out the flat to three or more people, you are not exempt].**
- Properties controlled or managed by registered social landlords and registered providers.
- Properties controlled or managed by police, fire brigade, health service body (NHS).
- Properties regulated by other enactments such as residential care homes.
- Certain university/college managed accommodation, occupied by students, where the educational organisation has signed up to and is subject to an approved code of practice such as ANUK/Unipol. [Note: Exempted organisations are listed in The Houses in Multiple Occupation (Specified Educational Establishments)(England) Regulations 2013].
- Properties occupied by religious communities (except section 257 HMOs)
- Any building occupied by two persons who form two households.

If you think that your property is exempt from the requirement of licensing please contact the HMO licensing team via the online contact us form or e-mail HMOlicensing@camden.gov.uk