

HMO LICENSING

A guide for applicants, landlords and managing agents

<u>Contents</u>	<u>Page</u>
Important information, before you apply & renewal applications	2-3
Summary guide to completing the online HMO licence application form	4
Renewal applications	8-9
HMO licence types	10-12
Property to be licensed	13
Who can apply for a HMO licence, the proposed licence holder, manager & interested parties.....	14
Type of building	18
When was the property built?.....	18
How do I count the number of storeys?.....	19
How do I count the number of units?.....	19
How do I work out the number of households and occupiers?.....	20
Rooms, facilities and amenities	21
Fire safety and health and safety	22-23
Fit and proper person test	24-25
Documents to be submitted with your application	25-26
How much will a HMO licence cost?.....	27
What happens if I fail to apply for a licence?.....	28
Right of appeal	29
What happens next?.....	29
Appendix 1 Drawing a plan of your property	30-35
Appendix 2 Exemptions from HMO licensing	36

Important information

Before you start your online application it is essential that you read this guidance.

From the 8 December 2015 it has been a legal requirement for all licensable Houses in Multiple Occupation (HMOs) in Camden to have a licence. All landlords who own or manage an 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, a civil penalty notice of up to £30 000 and/or a rent repayment order (RRO).
- 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.
- The local authority has a legal duty to maintain a public register of all HMO licences granted. The register contains the address of the licensed property, the name and address of the licence holder and manager a summary of the licence itself. This public register is available online for the general public to view, as required by law. See Camden's [HMO Licensing Public Register](#)
- 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

Please ensure you have the relevant information and documentation ready as outlined in the application [HMO application checklist](#). The documentation must be scanned and uploaded with the online application form.

You should read Camden's HMO standards documents which can be found on the Camden website at camden.gov.uk/houses-multiple-occupation.

A licence may only be granted if the licence holder is a "fit and proper" person, the management standards are satisfactory and the HMO is suitable, or can be made suitable, for the specified number of occupiers, including shared amenity standards.

Once your application has been processed, the case will be allocated to an environmental health officer (EHO). They will determine the application and/or carry out an inspection prior to issuing a draft licence. The EHO will identify any alterations or works required to bring the property up to our standards. Any required works will be listed on the licence as conditional works and a reasonable period of time allowed for completion.

This is separate and distinct from the landlord's ongoing legal obligations to ensure the property is properly maintained and complies at all times with regulations concerning management, fire safety, gas and electrical safety.

Important information regarding “renewal applications”

Under the regulations* for an application to be a “renewal” the following criteria all apply:

1. The *applicant* must hold an existing licence in respect of the HMO;
2. The renewal application must be made during the active period of the current licence;
3. The arrangements in place are the same as when the existing licence was applied for and the licence was granted, or have not significantly changed (other than complying with any work conditions on the current licence – see below);
4. All works required by the current licence have been completed. (The licence holder/applicant will need to submit evidence with their renewal application which shows that any required works on their current licence have been completed (e.g. certificates, photographs, etc.) if evidence not previously submitted to the council.

Applicants will have 30 days prior to the expiry of their current licence to submit their ‘renewal application’ online.

A ‘renewal application’ cannot be made after the expiry of an existing licence.

On expiry of a licence, the property will no longer be licensed.

See **Renewal applications**, pp. 8–9, if you are applying for a renewed licence.

We strongly advise you to look through the schedule of licence conditions on your current licence to ensure that any works required are completed.

Licence renewals and the extension of mandatory HMO licensing

The description of HMOs requiring a mandatory licence was changed in October 2018. The new rules removed the requirement for the HMO to have at least three storeys.

If you already hold an additional HMO licence that now meets the new mandatory HMO definition, you can re-apply for a ‘renewal’ if the applicant and property have not changed and the current licence has not expired. After receipt of your renewal application we will update the record from ‘additional’ to ‘mandatory’.

Otherwise, you must relicense the property as a mandatory HMO.

See also [Which properties require an HMO licence?](#) and **HMO licence types** pp. 10-12.

****The Licensing and Management of Houses in Multiple Occupation and Other Houses (Miscellaneous Provisions) (Amendment) (England) Regulations 2012***
“Renewal application” means an application for a licence under section 63 of the Act where, at the time the application is made, a licence is already held by the applicant and has effect in respect of 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.



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).



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. If there are 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.

Before you start - what you need to have ready to complete an HMO 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, postcode, telephone numbers and email** for the following:
 - a) The applicant
 - b) Proposed licence holder if this is not the applicant.
 - c) Proposed manager if there is one and this is not the same person as the proposed licence holder
 - d) Mortgage company providing loan(s) in relation to the HMO to be licensed
 - e) Any owner(s) of the property to which the application relates i.e. the freeholder and any other leaseholders
 - f) Any other person who has an interest in any part of the property to which the application relates
 - g) Person(s) who collect the rents if this is not the proposed licence holder
 - h) Names of the tenants including children that occupy the HMO

Contact details of the 'legal person' who is a private landlord

If the landlord/owner is an individual, then their home address must be provided. *i.e. the address where they reside*. This is a legal requirement. C/o addresses are not acceptable. Likewise, we must also be given the landlord/owners actual email and telephone number.

Contact details for other types of 'legal person'

For other legal entities, (e.g. Limited companies (Limited, Ltd or PLC), limited liability partnerships (LLPs), sole traders, other partnerships and trusts) you will be required to provide the full business name and a named contact person, their address and other contact details.

See pp. 15-16 for further information on the different types of 'legal entities' for licence holders and managers.

Right to buy properties

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: 020 7974 5969

Before you start - what you need to do have ready (cont.)

- 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 (See **Fit and proper person test** pp. 24) 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 / manager may belong to.
- You will be required to pay a fee for the licence application. The fee comprises two parts, see [Fees discounts and refunds](#). Applicants will have the opportunity to pay both Part 1 and Part 2 at time of application. Note: If full payment is received with the application and the application is unsuccessful, the second part of the fee will be refunded (see also **How much will a HMO licence cost?** p. 27).

You must submit copies of the following relevant documentation with the application (see also **Documents to be submitted with your application** pp. 25-26):

- Gas safety certificate (issued within the last 12 months where there is a gas supply)
- Electrical Installation Condition Report (EICR) (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, usage and position of each room and location of any smoke alarm (*not required for renewal applications unless layout has changed*). See Appendix 1 **Drawing a plan of your property** pp. 30-35.
- *If a renewal, evidence which shows that any required works on the current licence have been completed if not already provided (e.g. certification, photographs, etc.)*

You will be able to submit the documents online when you make your application or you can send* them to the:

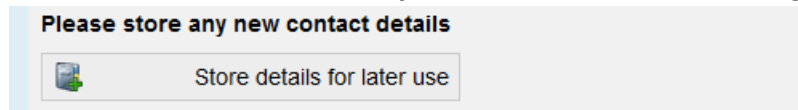
HMO Licensing Team
8th Floor, 5 Pancras Square
C/o Town Hall
Judd Street
London
WC1H 9JE

Your application may not be deemed as valid until all of the required 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.

Please send correspondence by email where possible. Electronic communications will mean we can process your application more quickly.

Storing contact details for multiple use

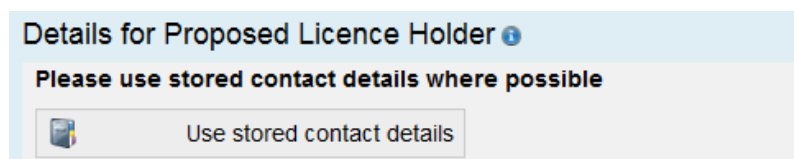
Whilst completing the form you will have the option of storing some of the person contact details for later use just look out for the following symbol on the form.



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 - Renewal applications

Criteria for “Renewal applications”

The process of licence renewals applies where the applicant holds an existing licence and the circumstances relating to the property have not changed. Where eligible, applicants will have 30 days prior to the expiry of their licence to submit a renewal application online. You will be able to access a ‘renewal application’ form online where:

1. You applied for and hold a current HMO licence for the property
2. You set up and can access the original Camden HMO portal account (for the purposes of data protection)****see box below****
3. No major ‘material changes’ have occurred since your last application other than complying with the licence conditions and making improvements in accordance with (or beyond) Camden’s HMO standards; and
4. Your current licence has yet to expire.

******To ensure data security for online renewal applications, access is restricted to the original applicant who has access to the original Camden HMO portal account. If you are the current licence holder but did not submit the original application you will need to submit a new application. *However you need only pay the Part 1 fee.* Please make sure you sign the renewal declarations at the bottom of the form and highlight in the ‘additional information’ section (before the payment page) that it’s a renewal. If we are satisfied the application meets the renewal criteria (e.g. the current licence has not expired, all works have been completed and there have been no other significant changes) then you will not be required to pay the Part 2 fee of £200 before the final licence is granted. Please email hmolicensing@camden.gov.uk with your application reference number to ensure your renewal gets processed promptly

For an application to be treated as a renewal the following conditions will also apply:

5. All required works specified on your current licence must have been completed. ,
(*Evidence must be provided - see below.*)
6. Any significant changes/variations to your current licence must have been notified to and/or approved by the council within the current licensing period.
7. Supporting documentation must be submitted with the application which shows that any required works on the current licence have been completed, if not previously submitted to the council (e.g. certificates, photographs, etc.)

Where the Applicant has not changed, click on ‘Renew’

This window will be only available for a limited period (until the existing licence expires).

The screenshot shows the 'Licence Submission' page on the Camden HMO Licensing portal. On the left is a navigation menu with links: Private Sector Housing, Licences, Renew Licence, My Services, My Services, and Logout. The main content area is titled 'Renewal List' and includes a 'Search Criteria' section with fields for Licence Type (a dropdown menu), Licence Number, Licence Start From, Licence Start To, Licence Expired From, and Licence Expired To, each with a date format (dd/mm/yyyy). Below these fields is a 'Refresh' button. Under the 'Results' heading, there is a table with the following columns: Licence Ref, Address, Type, Licence Start, Licence Expiry, and Renew. The table contains one entry: Licence Ref M: 104439, Address Flat 16 10 Red Lion Square, Type Additional HMO Licence, Licence Start 10/09/2020, Licence Expiry 10/10/2020, and a 'Renew' link in the final column. An arrow points from the 'Renew' link to the 'Renew' column header.

Licence Ref	Address	Type	Licence Start	Licence Expiry	Renew
M: 104439	Flat 16 10 Red Lion Square	Additional HMO Licence	10/09/2020	10/10/2020	Renew

Application for an Additional HMO Licence Renewal

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

Application for renewal of Additional HMO Licence

This form is to be used only when you wish to renew an existing live licence. You will not be able to make any alterations to the following details:

- Property Details
- Licence Holder Personal details

If you need to make changes to any of the details listed above then you will need to submit an application for a licence variation instead

Please note: Once your licence has expired you will no longer be able to apply for a renewal. You will need to submit an application for a new licence

Please read the important information below then click "Next" to apply for a licence renewal.

You must complete this form fully and accurately. Failure to complete all questions or follow any directions given could delay processing.

Legal Information

This Application form does not guarantee the granting of a licence renewal. You must answer all of the questions contained in the application form unless otherwise directed. Please be aware that your answers will be used by the Council to determine whether or not a licence renewal will be granted and what conditions will be applied.

Next

Follow the form using 'next' buttons. You will not be able to amend the property address but will be able to amend your address, manager details, mortgage company and some of the HMO information, if required.

Declarations

Please make sure you sign the declarations at the bottom of the form. You will need to make the following declarations to confirm:

- There have not been any major 'material changes' to the HMO since the previous application was submitted and that licence granted; and
- All works required by the existing licence have been carried out.

For Renewals Only

☐ Information contained within the application and previously supplied under the original application is correct to the best of your knowledge

☐ All works under the current licence have been completed

Next Previous

There is a discount in the application fee for qualifying renewal applications. See [Fees discounts and refunds](#).

Note: The description of HMOs requiring a mandatory licence was changed in October 2018. The new rules removed the requirement for the property to have at least three storeys. See [Which properties require an HMO licence?](#) and p. 10.

If you hold already an additional HMO licence that now meets the new mandatory HMO definition, you can re-apply for a 'renewal' if the licence holder and property have not changed and the current licence has not expired. After receipt of your renewal application we will update the record from 'additional' to 'mandatory'. Otherwise, you must relicense the property as a mandatory HMO.

A 'renewal application' cannot be made after the expiry of an existing licence. On expiry of a licence, the property will no longer be licensed.

HMO Licensing – HMO licence types

An 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 (into flats) did not meet the 1991 Building Regulations (or later) and less than two-thirds of the flats are owner-occupied.

See [What is an HMO?](#)

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.

See [Which properties require an HMO licence?](#)

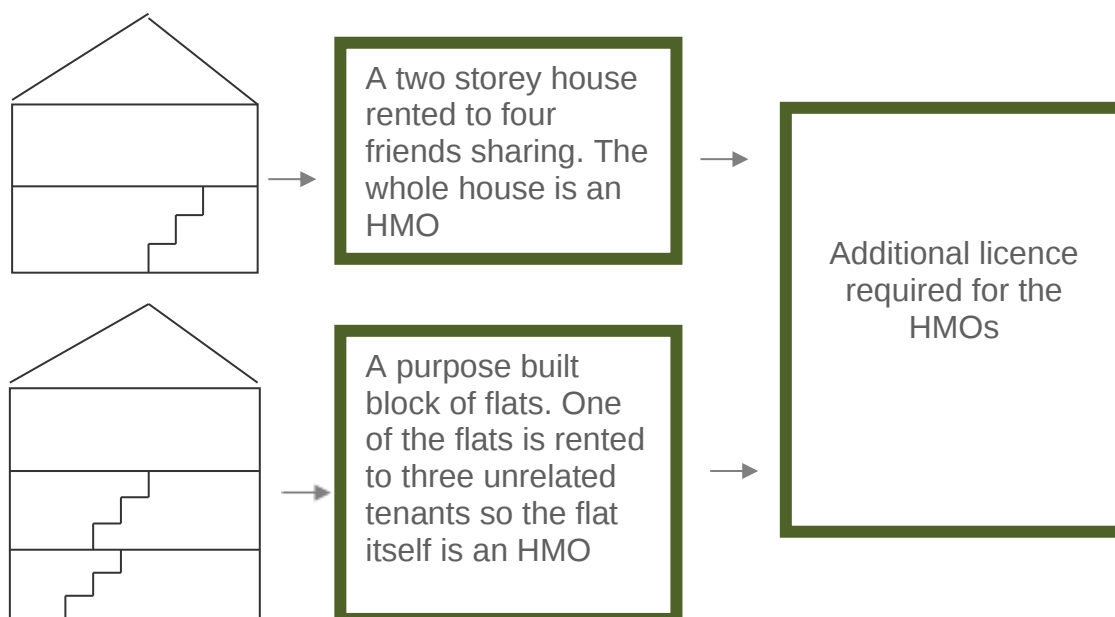
Mandatory HMO licensing scheme

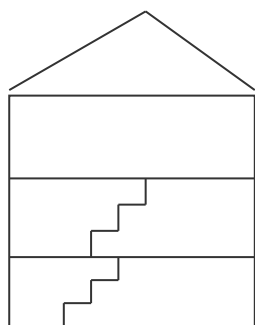
This is a national licensing scheme which came in on 1 April 2006. The definition of a mandatory HMO changed on 1 October 2018. This means most properties occupied by five or more people forming two or more households require a licence regardless of the number of storeys.

Additional HMO licensing 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 less than of the flats are owner-occupied.

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

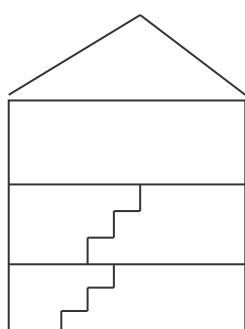




A building converted into five self-contained flats. The building conversion (into flats) did not meet the requirements of the Building Regulations 1991 (or later). A freeholder owns and manages the building and common parts. All of the flats are owned by separate leaseholders and three flats are rented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



The freeholder requires an additional licence for the common parts only of the HMO (as less than half of the flats are owner-occupied)



A building converted into five self-contained flats. The building conversion (into flats) did not meet the requirements of the Building Regulations 1991 (or later). The whole building and flats are owned by the freeholder, none are owner-occupied. The entire building is an



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

Further examples of HMOs are included in the additional scheme are:

Property description	Likely occupiers
Bedsits or rented rooms	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. Three or more sharers living as above in a house or flat requires a licence NB: This includes right to buy properties
Shared houses or flats in multiple occupation	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. Any shared house with three or more sharers living as above requires a licence. Any shared flats under the control of a leaseholder with three or more sharers living as above requires a licence. NB: This includes right to buy properties

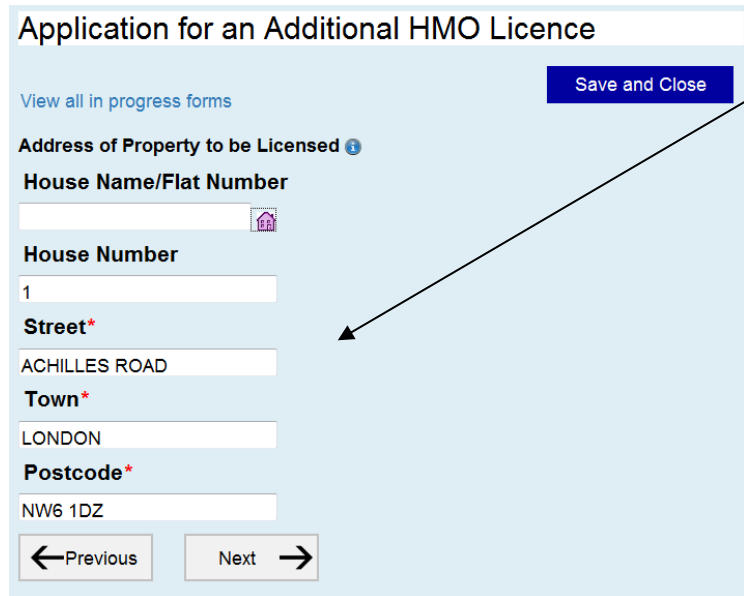
Resident landlord with lodgers	The owner lives on site and rents out rooms to more than two lodgers. Occupiers may share meals with the owner, or have meals included, or they may live independently. Any resident landlord with three or more lodgers requires a licence
Buildings converted into self-contained flats or studios. The conversion (into flats) did not comply with the Building Regulations 1991 (or later) and less than half of the flats are owner-occupied	This does not apply to buildings which were originally built as self-contained flats – only those that were subsequently converted. The scheme applies to freeholders who own/control converted building. 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. A freeholder who owns a converted building and owns/rents any of the flats within it must apply for ‘common parts and flats’ licence. NB: If one of the flats within the building is itself a flat in multiple occupation, then this will need an independent licence.
Buildings with a mix of residential and commercial units	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 less than half of the flats are owner-occupied. Must apply for a s257 licence
Student accommodation	This includes purpose built flats and cluster flats occupied solely by students that are not owned or managed by an exempted educational establishment (see Appendix 2 p. 36). Parts of the building will have shared facilities such as kitchens, bathrooms and toilets.
Hostels	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. (A hostel or night shelter providing accommodation to homeless people may be an HMO because, even if the accommodation is overnight, it will be the occupants' only residence).

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 →

Please make sure the property to which the application relates is in Camden before you apply (e.g. Camden is the council to which the Council Tax is paid).

NB: For house and flat shares, there is no requirement to licence the property until the tenants are in occupation. However you may apply for a licence if there is a signed their tenancy agreement in place prior to the tenants moving in.

HMO Licensing - Who can apply for a HMO licence, the proposed licence holder, manager 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 (the landlord) to make the application due to the declarations that must be signed in the form (see also renewal applications on pp. 8 – 9).

The proposed licence holder and manager

Whilst the applicant should normally be the proposed licence holder, the licence can be granted to someone else if both the applicant and that person agree. In all cases, the proposed licence holder (if not the applicant) needs to be the 'most appropriate person to be the licence holder', namely the landlord, a person in receipt of rent and a person in control of the property. This person will normally be the owner.

At the very least, the council expects the licence holder to have arrangements and systems in place to:

- Let and terminate the tenancies and receive the rental income
- Authorise, organise and pay for essential repairs
- Deal with emergencies
- Effectively manage the property

Often the landlord, licence holder and manager will be the same person but this will not always be the case.

For example, the owner/landlord;

- May appoint a suitable managing agent or person to manage the property
- Is not deemed to be a 'fit and proper' person (pp. 24 - 25) and therefore cannot be either the manager or the licence holder. In such circumstances another suitable person (who is fit and proper) must agree to be the licence holder/manager
- Resides overseas. In such circumstances we will insist that a UK based manager is appointed who agrees to be bound by the licence conditions. This is because the landlord (although fit and proper) will not be able to effectively manage the property.

NB: The named licence holder must be able to comply with all the conditions and requirements of the licence.

See the following pages for the different types of 'legal person' and providing correct details for them.

Where the landlord is an individual, business or other 'legal person'

Where the proposed licence holder is a private landlord then you must provide their home address *.i.e. where they reside*. This is a legal requirement. NB: C/o addresses are not acceptable. Make sure you also provide the landlords own email address and their telephone number. (If there are joint landlord/owners, then one of those persons should agree to be the licence holder).

Where the landlord is a company, a limited liability partnership, board of trustees or other type of legal entity, then the licence should be granted to it. See next page (p. 16).

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 ⓘ

Roles, responsibilities and management arrangements

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

Manager Organisation Details ⓘ

Please use stored contact details where possible

 Use stored contact details

Full name of company/nominated partner/nominated trustee*

Company registration number ⓘ

Address Of Organisation ⓘ

House Name/Flat Number ⓘ

House Number

Street*

UK registered companies (Limited, Ltd, PLC or LLP)

In relation to registered companies you are required to provide 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 [Companies House GOV-UK](https://www.gov.uk/companies-house). An employee of a company cannot be the licence holder – it will be the company itself.

You should also include in addition any trading name and address of the company if this is different, e.g. *ABC Limited trading as XYZ at their trading address*.

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. *Mr John Smith partner in the firm XYZ at their current address*.

If the proposed licence holder and/or their manager is a unlimited company or sole trader ‘trading as’, please provide the name of the business/person ‘trading as’ e.g. *Mr John Smith trading as XYZ at their trading 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. *Mrs Joan Smith, Trustee for the ABC Trust at their current address*.

If you do not know the details for completing the directors/partners of the organisation questions please enter 0 into the application form.

Organisation Directors, Partners or Trustees

How many directors, partners or trustees are there for this organisation?

☒ 0

☐ 1

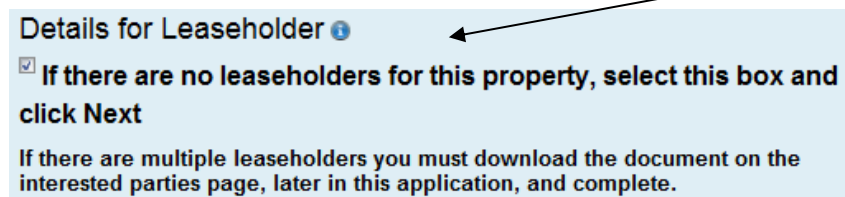
☐ 2

☐ 3

☐ 4

Other Leaseholders

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



Details for Leaseholder ⓘ

☒ **If there are no leaseholders for this property, select this box and click Next**

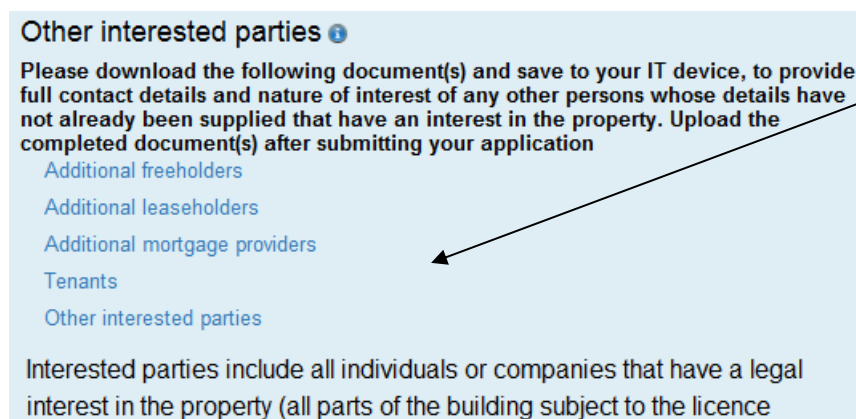
If there are multiple leaseholders you must download the document on the interested parties page, later in this application, and complete.

Interested parties

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

(Not required for renewal applications made before the expiry of existing licence)

‘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?

(Not required for renewal applications made before the expiry of existing licence)

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

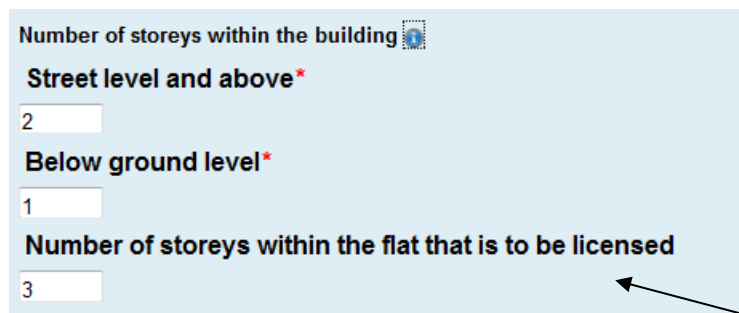
- ☒ **before 1919**
- ☐ **1919–44**
- ☐ **1945–64**
- ☐ **1965–80**
- ☐ **after 1980**

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

(Not required for renewal applications made before the expiry of existing licence)

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*

2

Below ground level*

1

Number of storeys within the flat that is to be licensed

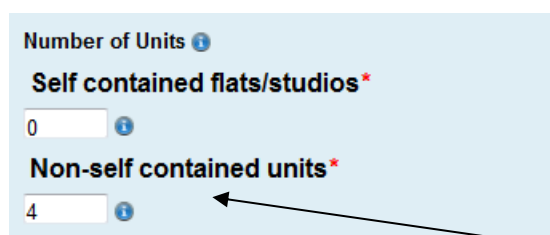
3

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?

(Not required for renewal applications made before the expiry of existing licence)

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 ⓘ

A single HMO can be made up of a number of different lettings – some self-contained and others ‘non self-contained’ with kitchen and bathrooms that are shared.

In the case where a building comprises of only self-contained flats or studios (where all of the facilities and amenities are behind the front door of each flat), 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 room being used for sleeping (or bedsit) as a unit e.g. four individuals sharing three bedrooms would be counted as three units

NB: If a living room is being used as sleeping accommodation then this room should also be counted as a ‘unit’.

HMO Licensing – How do I work out the number of households and occupiers

(Not required for renewal applications made before the expiry of existing licence)

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

(Not required for renewal applications made before the expiry of existing licence)

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.

Rooms 

Number of exclusive living rooms*

Number of exclusive bedrooms*

Number of exclusive bathrooms*

Number of exclusive toilets*

Number of exclusive kitchens*

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*

***NB: If a living room is being used as a sleeping room then this room must be counted as a bedroom (not a living room)**

Fire safety

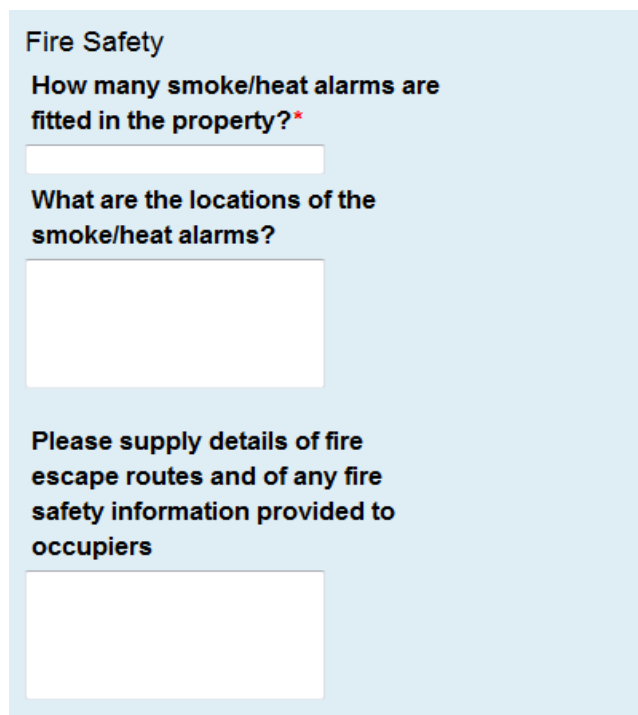
As the owner or landlord of a HMO there are certain health and safety standards that your property must meet in the terms of fire safety, electrical installation safety and gas appliance safety.

A landlord must carry out a documented fire risk assessment of the shared common parts of an 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.



The image shows a screenshot of a form titled "Fire Safety". It contains three sections, each with a text input field:

- 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).

Fire escape routes and the location of smoke/heat alarms will be shown on the plan of the property and further details should be provided here.

Fire safety signage such as fire exit signs should be provided in properties with complicated or unusual layouts, larger HMOs (of more than three storeys), those with and those with multiple exits.

Furniture, gas and electrical safety

All landlords must ensure that upholstered 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.

Regular and appropriate inspections of the electrical wiring installation are required to ensure that the health and safety of tenants is not compromised. You will need to provide a current Electrical Installation Condition Report (EICR) from a competent electrician with the application.

All gas appliances such as cookers, boilers and solid fuel appliances (such as open fires) must not be a health and safety hazard to the tenants in the HMO. You will have to confirm that all gas appliances are safe. Additionally landlords are required to ensure that gas fittings and flues are maintained in a safe condition. These duties require the gas engineer to be able to examine the flue to check that it is safe. Inspection hatches are currently the recommended means by which an engineer can adequately examine along the length of a concealed flue.

If you have gas appliances you are required, by law, to have an annual gas safety check carried out by a 'Gas Safe' registered engineer on every gas appliance you provide and on any flue/chimney. The engineer will issue you with a gas safety certificate which you will need to retain and submit a copy of with your application (dated within the last 12 months).

See **Documents to be submitted with your application** p. 25-26.

It also a legal requirement to install carbon monoxide detectors in properties where there are solid fuel appliances.

The screenshot shows a light blue form with the following content:

- How many solid fuel appliances are fitted in the property?**
A text input field containing the number '0' and a blue information icon to its right.
- What are the locations of the solid fuel appliances?**
A large, empty white rectangular text area.
- How many carbon monoxide detectors are fitted in the property?**
A text input field containing the number '2'.
- What are the locations of the carbon monoxide detectors?**
A text input field containing the text 'boiler and kitchen'.

HMO Licensing – Fit and proper person test

In order to obtain a licence the proposed licence holder and their manager (where applicable) must demonstrate they are a **fit and proper person**. This involves the applicant making a declaration to confirm their status with regards to criminal offences. In determining whether a proposed licence holder and manager (if different) is a 'fit and proper' person, the council must take into account any evidence they have:

- 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 law relating to housing, 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 -- 

The 'fit and proper person' test is mainly concerned with whether the landlord or manager have been convicted for breaking any relevant laws or acted in a way which indicates they are unsuitable to manage an HMO. The council may undertake checks and require further information to make a determination as to the fitness of the proposed licence holder and/or their manager.

The council can decide a person is not 'fit and proper' as a result of them being associated with other persons who would not be considered 'fit and proper' and that this would affect the management of the HMO.

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 you have confirmed that any managers 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. It is an criminal offence to provide a false declaration or misleading information about any wrong doings committed by the proposed licence holder and/or manager.

The proposed licence holder and manager (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 required.

HMO Licensing – Documents to be submitted with your application

To make a complete application you/the person in control of the HMO, must submit the following valid documentation with the application:

- Annual **gas safety certificate** (if gas in licensable part of property).
- 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 remedial works will be required to be carried out a priority and as a condition of the HMO licence.

You can provide an ‘unsatisfactory’ EICR with the application and submit evidence that a ‘satisfactory’ EICR is being sought. If remedial works are required to the electrical installation and/or fittings, suitable arrangements must be in place to ensure any remedial works are in hand and are to be addressed and a ‘Satisfactory’ EICR is to be provided to the council.

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.).

NB: If the 5 year electrical safety inspection is due to be carried out you should not delay or put off submitting a licence application

- **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, usage and position of each room and location of any smoke alarms. *(Not required for renewal applications unless there have been changes to layout)*

See Appendix **Drawing a plan of your property** p. 29-34.

- *For ‘renewal applications’, evidence must be provided which shows that any required works on the current licence have been completed, if not previously submitted to the council (e.g. certificates, photographs, etc.)*

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, leaseholders, joint freeholders, etc.

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*.

Where possible please send correspondence by email. Electronic communications will mean we can process your application more quickly

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.

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.

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**

You can submit your documents at a later date but your application may not be deemed as valid until all of the documents have been received.

Please note that if the council has to chase applicants for certain documentation the application could be rejected as not 'duly made', or it could result in a 1-year licence being issued

HMO Licensing - How much does an 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 licence fee is broken into two parts. Applicants for a licence need to pay Part 1 of the fee with their application and a second Part 2 fee becomes payable before the final licence is granted. (See [Fees discounts and refunds](#)). You may be required to enter a secure password depending on your bank provider

Applicants will have the opportunity to pay both Part 1 and Part 2 at time of application. (If full payment is received with the application but the application is unsuccessful, the second part of the fee will be refunded).

The Part 1 fee must be paid to ensure the application is valid. There is a discount for qualifying 'renewal applications'. See **Renewal applications** pp. 8-9.

Accredited landlords

There is a £100 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 and owner of the property to be licensed

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. Proof of accreditation will be required. The discount will be subtracted from the Part 2 fee.

NB: Accredited companies do not qualify for the £100 discount.

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. A one-year licence may be also issued (NB: there is no reduction in fee for licences granted with a reduced term),

Our enforcement policy sets out the range of circumstances and considerations that may lead to a one-year only licence.

Click here for details on Camden's [Private Sector Housing Enforcement Policy](#).

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 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.

See Camden's [Private Sector Housing Enforcement Policy](#).

HMO Licensing - Right of appeal

The HMO licensing team will work hard to support applicants throughout the application process. However, if you believe that the council has made an unfair decision, in the first instance we request you 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. Making a decision to vary/refusing to a licence
4. Making a decision to revoke/refusing to revoke a licence

The landlord can appeal to the First-Tier Tribunal (previously 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 or declarations from managers/persons agreeing to be bound by the conditions, then you will be contacted directly either in writing or by telephone to provide the required information.

See [What happens next?](#)

Once the application has been processed it will be passed to an Environmental Health Officer who will contact the owner/landlord/licence holder to determine the application. The EHO may request further information about the property, the management arrangements in place, occupancy and/or 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 standards for HMOs. Due to the high number of applications, the EHO will normally be in contact within 4 months from the validation of the application.

Camden's HMO standards can be found on the website at:
www.camden.gov.uk/hmolicensing.

Once all required information has been obtained a draft licence will be produced (with conditions) which 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 the final licence will be sent to all interested parties.

If the council is unable to grant a licence for an HMO then it will consult first on its proposals to refuse to grant the licence. There is a 14 day consultation period where any of the interested parties can make a representation on the proposal to refuse to grant the licence.

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

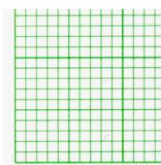
So long as the plans show these things clearly, they will be acceptable.

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.

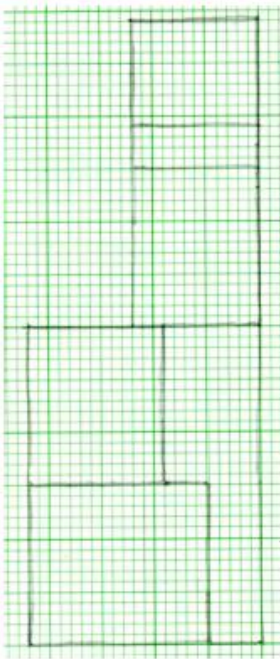
All are available from stationery shops.

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.



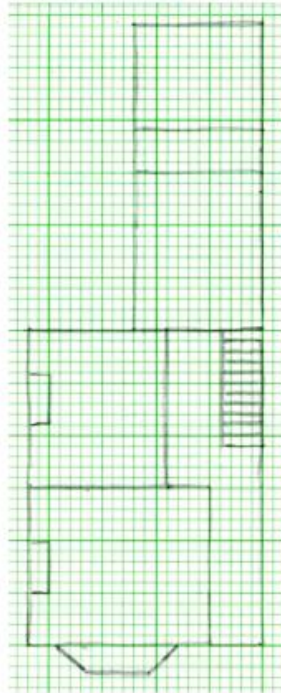
Often a scale of 10mm = 1 metre is about right but you should choose a scale to suit you.

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.

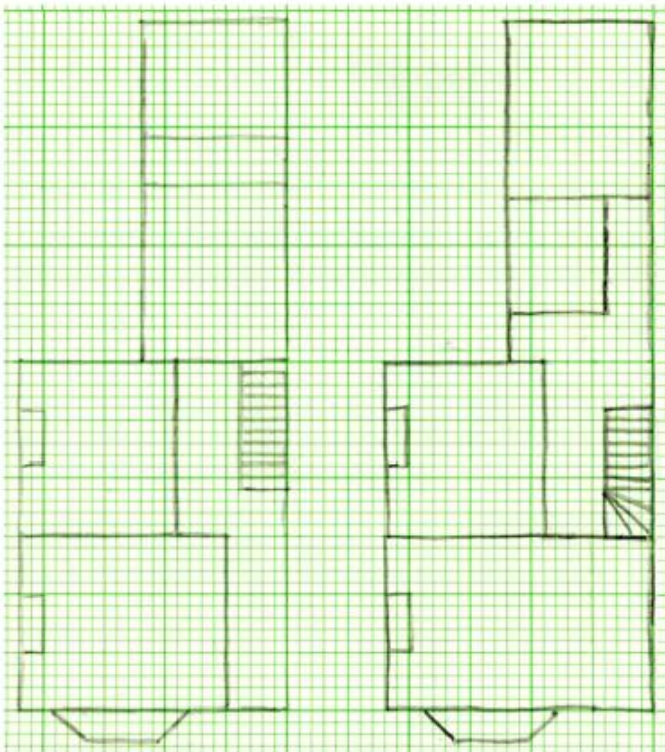
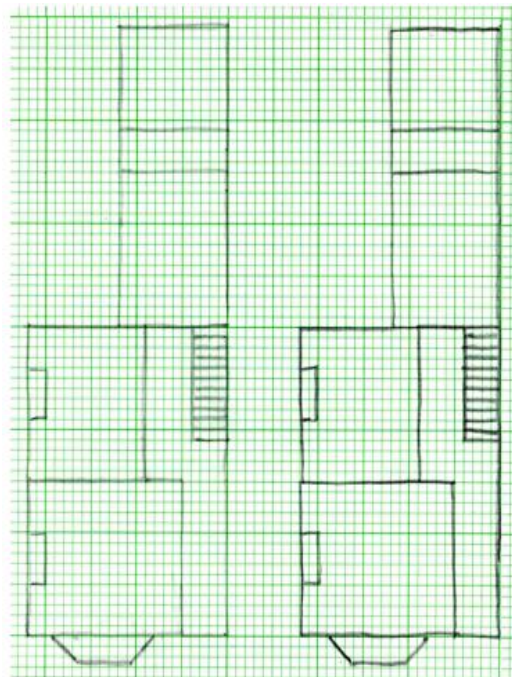


Start on the ground floor and using your chosen scale draw out the basic room shapes **in pencil**. Just use boxes to start with. Draw with light pencil strokes which can be rubbed out easily with an eraser. A single line is sufficient to represent a wall.

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.

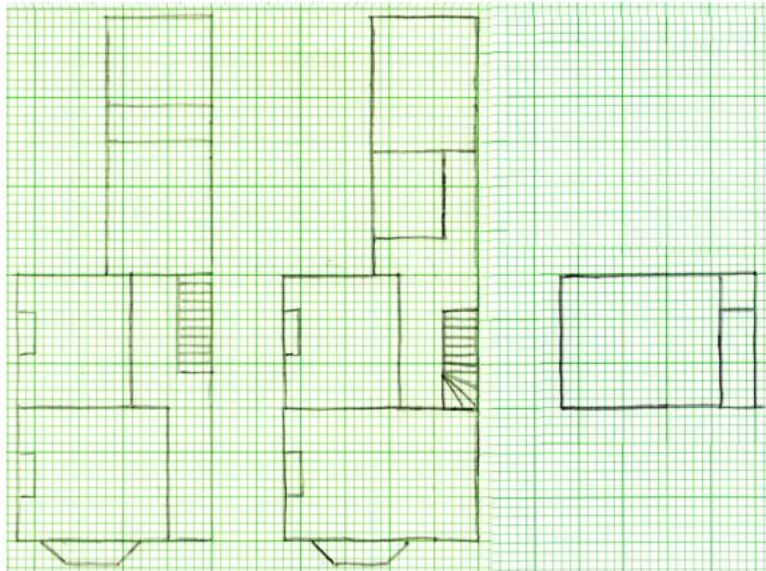


With a few amendments, showing the next floor up is fairly easy.

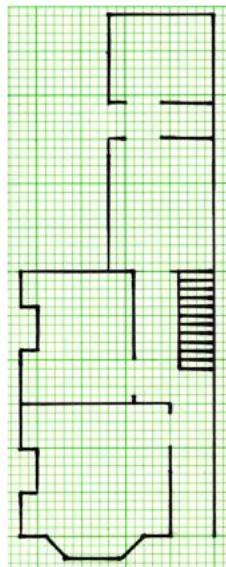
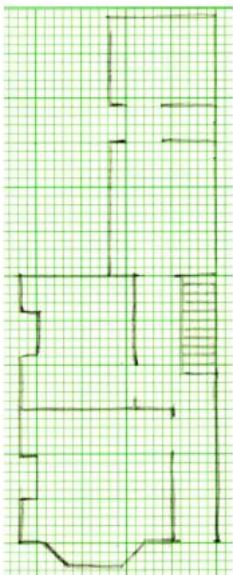
Stairs between the ground and first floor should be shown on the ground floor plan.

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

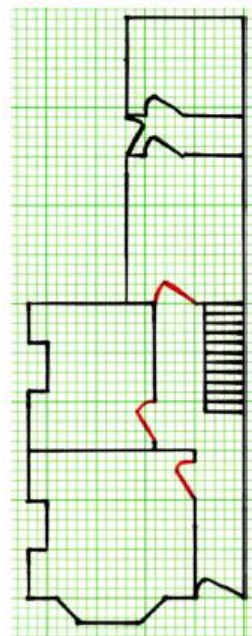
The next floor is even easier.



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.

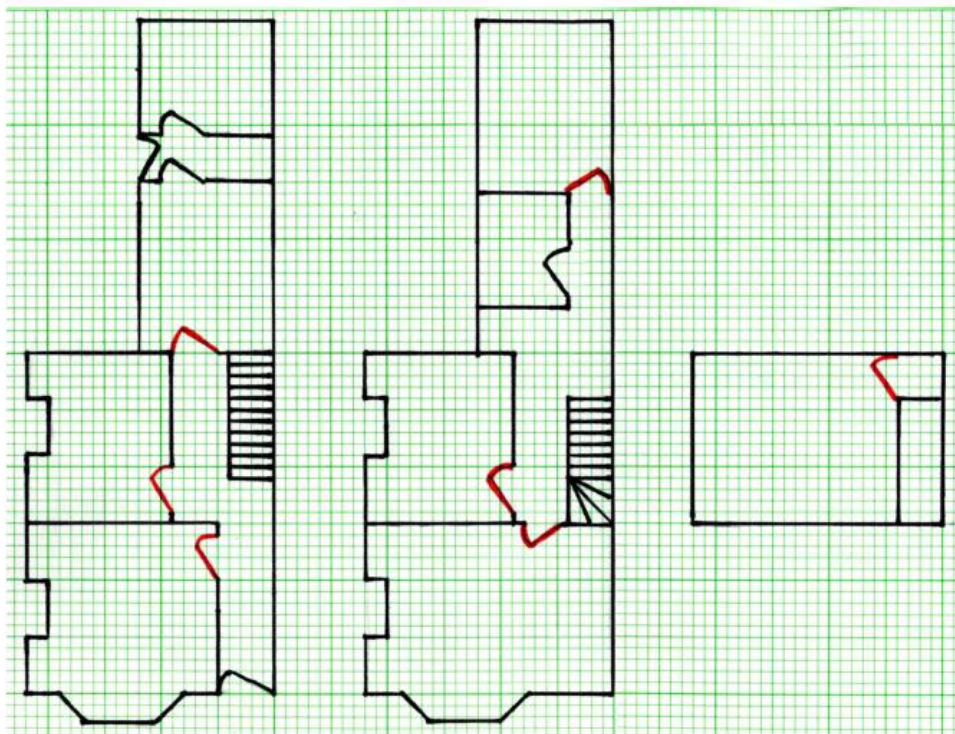


Using a black fine felt tip or similar pen and a ruler go over the lines you have sketched in pencil.

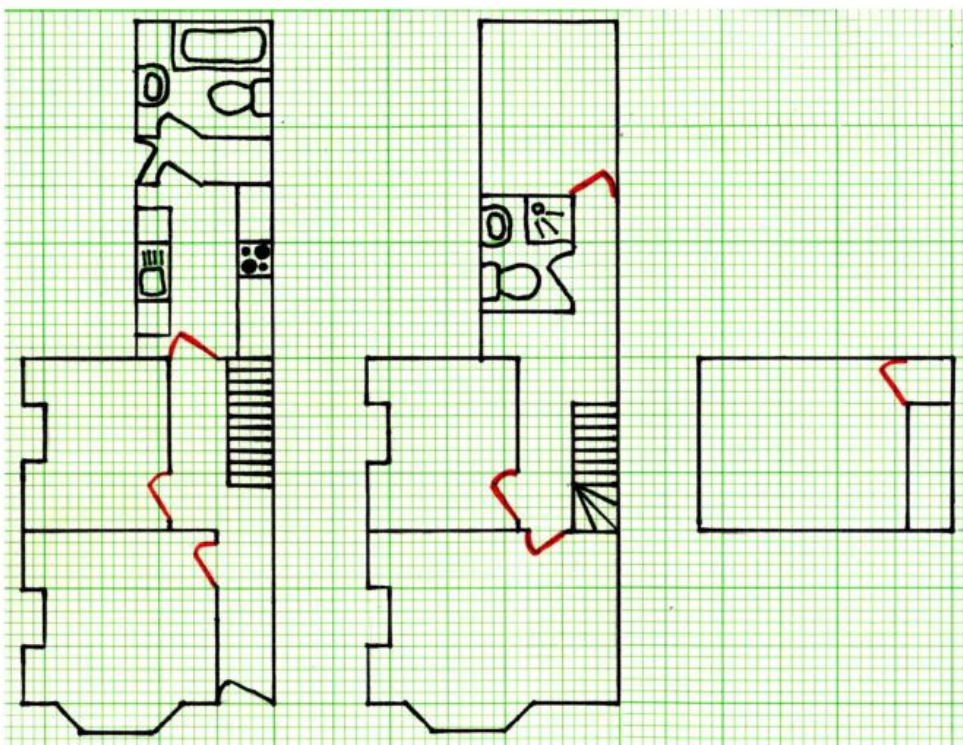


Then draw in the doors - sketch them in pencil first if it helps. Then use a fine felt-tip pen. A straight line to represent the door and a small curved line to show the path the edge of the door takes as it closes. Fire doors should be coloured red and other doors should be drawn in black. Rub out your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

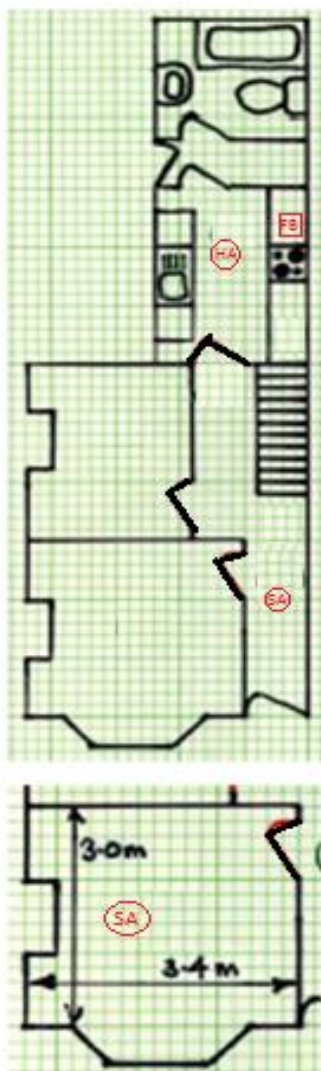


Now you need to indicate on the plan where various items of fire precaution equipment are.

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.

 Smoke Detector	 Non Interlinked Heat Alarm
 Heat Detector	 Control Panel
 Interlinked Smoke Alarm	 Call Point
 Interlinked Heat Alarm	 Emergency Lighting
 Non interlinked Smoke Alarm	 Fire Blanket



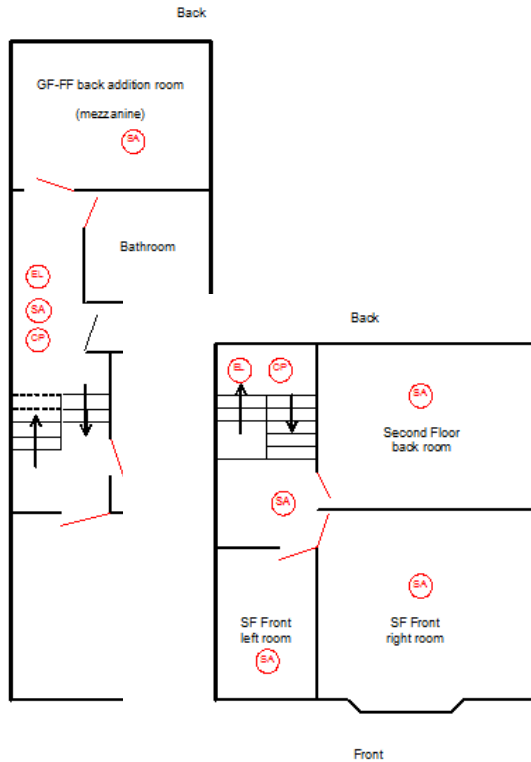
Don't worry too much about getting them exactly right. As long as the council can tell what they are they should do fine. It's probably best to use a green or red fine felt tip pen or a ball point pen to draw them in.

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. 10mm = 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 such as "There are windows in all habitable rooms which have clear glazing equivalent to at least 10% of the floor area of the room and at least and there are openable windows equivalent to at least 5% of the floor area of the room." If this is not the case you must give details.

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

A building, or part of a building, will not be an HMO for the purposes of licensing if :

- It is 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].**
- It is controlled or managed by registered social landlords and registered providers.
- Properties controlled or managed by police, fire brigade, health service body (NHS).
- It is regulated by other enactments such as residential care homes.
- It is certain student accommodation. University or college managed accommodation, occupied by students, is only exempt where the educational organisation has signed up to and is subject to an approved code of practice under section 233 of the Act. [Note: Exempted organisations are listed in *The Houses in Multiple Occupation (Specified Educational Establishments) (England) Regulations 2019*].

Three codes of practice are approved for use in England:

- The Universities UK/Guild HE Code of Practice for the Management of Student Housing, dated 1 May 2019.
 - The ANUK/Unipol Code of Standards for Larger Developments for Student Accommodation Managed and Controlled by Educational Establishments, dated 1 May 2019.
 - The ANUK/Unipol Code of Standards for Larger Developments for Student Accommodation NOT Managed and Controlled by Educational Establishments, dated February 2006
- It is occupied by religious communities (except section 257 HMOs)
 - It is 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