

West of England Local Authorities
Application for a Mandatory House in Multiple Occupation (HMO)
Licence (Housing Act 2004 Part 2)

Please complete in black ink and block capitals

1	Section 1 of 17							
	APPLICATION DETAILS							
1.1	Type of application (please tick)	New licence		Renewal of licence		Unlicensed HMO		
	NB Planning permission may be required before using the property as an HMO							
	HMO To Be Licensed							
1.2	Address (including postcode)							

2	Section 2 of 17	
	APPLICANT DETAILS	
2.1	Full name (this should be the name you have on your passport, driving licence and other official documents)	
	Please write any aliases you have	
2.2	E mail address	
2.3	Main telephone number	
2.4	Other telephone number	
2.5	Your address (including postcode)	
2.6	Date of birth	

3	Section 3 of 17
	PROPOSED LICENCE HOLDER
	<p>The licence holder will be legally responsible for the operation of the HMO or house to be licensed and must have the power to:</p> <ul style="list-style-type: none"> a) Let to and evict tenants b) Access all parts of the premises to the same extent as the owner (if different) c) Authorise any expenditure necessary to ensure the health and safety of the tenants and others <p>The proposed licence holder should normally be the "person having control" of the property (the person legally entitled to receive the rental income from the property), usually the owner of the property. However, there may be a good reason why this should not be the case (e.g. if the owner is ill or lives abroad). The "person having control" may be the leaseholder rather than freeholder. Where the landlord is a company, a limited liability partnership, or a board of trustees, the licence should be granted to it. The local authority has a duty to award the licence to the most appropriate person.</p>

3.1	If not the owner explain why you think the proposed licence holder should be the licence holder (e.g. the owner is ill or living abroad, or the proposed licence holder has a long lease on the property), including evidence that they have the necessary powers	
3.2	Are you the proposed licence holder or a proposed joint licence holder? Yes / No	If yes, go to 3.3 and then omit 3.4 to 3.10 If the proposed licence holder is a business or organisation, go to 4.1 (this does not apply to an individual or sole trader), if no for other reasons go to 3.3.
3.3	Your interest in the property	e.g. owner (freeholder), leaseholder, none.
Details of proposed licence holder if applicant is not proposed licence holder.		
3.4	Interest in property	e.g. owner (freeholder), leaseholder, agent
3.5	Full name	
3.6	Address (including postcode)	
3.7	Email address	
3.8	Main telephone number	
3.9	Other telephone number	
3.10	Date of birth	
If joint owners are the proposed licence holder, provide the following details for each owner whose details have not been provided above, continue on a separate sheet if necessary.		
3.11	Full name	
3.12	Address (including postcode)	
3.13	Email address	
3.14	Main telephone number	
3.15	Other telephone number	
3.16	Date of birth	

4	Section 4 of 17	
	PROPOSED LICENCE HOLDER – BUSINESSES AND ORGANISATIONS ONLY	
4.1	Legal status of the proposed licence holder: <input type="checkbox"/> Individual or sole trader <input type="checkbox"/> Company (Ltd or PLC) <input type="checkbox"/> Partnership (LLP) <input type="checkbox"/> Business Partnership <input type="checkbox"/> Charity or trust <input type="checkbox"/> Other	If individual or sole trader go to 5.1 If 'other', go to 4.2 Any other response go to 4.3
4.2	Provide details if other	
	Company, Partnership, Charity or Trust	
4.3	Business/organisation name	If registered, use the registered name
4.4	Charity no. (if appropriate)	
	If unincorporated business/partnership (operating under a trading name) provide the following details for each owner, continue on a separate sheet if needed	
4.5	Name	
4.6	Address	
4.7	Email address	
4.8	Main telephone number	
4.9	Other telephone number	
4.10	Name (2)	
4.11	Address	
4.12	Email address	
4.13	Main telephone number	
4.14	Other telephone number	

5	Section 5 of 17	
	LEGAL INTEREST	
5.1	Does anybody else have a legal interest in the property (e.g. as freeholder, leaseholder, mortgage provider)? Yes / No	If yes, provide the following details about each one If no, go to 6.1

5.2	Interest in the property		e.g. owner (freeholder), leaseholder, mortgage provider
5.3	Full name		
5.4	Organisation (if applicable)		
5.5	Mortgage acc no (if applicable)		
5.6	Address		If an organisation, give the registered office or other official address
5.7	Email address		
5.8	Main telephone number		
5.9	Other telephone number		
If necessary provide details of other persons on the continuation sheet (A) at the end of the application form.			

6	Section 6 of 17		
PROPOSED MANAGER			
6.1	Will the proposed licence holder(s) be the manager(s) of the HMO? Yes / No		If yes, go to 7.1 If no, go to 6.2
Provide details about the manager			
6.2	Full name		
6.3	Organisation (if applicable)		If an organisation, give the registered office or other official address
6.4	Address (including post code)		
6.5	Email address		
6.6	Main telephone number		
6.7	Other telephone number		
6.8	Date of birth		

7	Section 7 of 17		
DETAILS OF THE HMO			
7.1	Has the HMO been licensed before?		If yes, go to 7.2 If no, go to 7.3

7.2	Have structural alterations been carried out in the term of the previous licence that have altered the number of storeys of the HMO or any non-residential parts of the building	If yes, go to 7.3 If no, go to 8.1	
7.3	Type of property <input type="checkbox"/> House in multiple occupation <input type="checkbox"/> Flat in multiple occupation <input type="checkbox"/> Other (give details)	Multiple occupation - occupants are not all part of the same family.	
7.4	How many storeys does the HMO have?		State how many storeys are used in connection and integral with the HMO (includes basements, mezzanines and unused attic rooms)
7.5	Which levels are these storeys located on?		Give the levels the HMO is on eg basement, ground floor.
7.6	Are any parts of the building used for non - residential purposes? Yes / No	If yes, go to 7.7 If no, go to 7.8	
7.7	Describe which part(s) and how they are used.		e.g. ground floor used for storage, shop, restaurant, office
7.8	When was the building originally built? <input type="checkbox"/> Before 1919 <input type="checkbox"/> 1919 - 1945 <input type="checkbox"/> 1946 - 1964 <input type="checkbox"/> 1965 - 1980 <input type="checkbox"/> After 1980		

8	Section 8 of 17		
	OCCUPATION OF THE HMO		
8.1	Has the HMO been licensed before? Yes / No		
8.2	Give the number of households and occupants in the property	At the time of application	Proposed maximum

8.2.1	Households			A household consists of family members / cohabiting couple. A group of 4 friends is 4 separate households
8.2.2	Occupants			Account for all occupants (where applicable include any children, the landlord and family)
8.3	Number of separate letting units in the property			Rooms or units let on separate tenancy contracts or to separate households
8.4	How many people do you want a licence for?	Households		
		Persons		
Catering arrangements				
8.5	Is board provided	Yes / No		If yes, go to 8.8 If no, go to 9.1
8.6	How many meals per person per day are provided?			

9	Section 9 of 17			
	ACCOMMODATION DETAILS			
	Provide the number of			
9.1	Habitable rooms			Bedrooms, living rooms, dining rooms - exclude kitchens
9.2	Kitchens			Include kitchen-dining rooms and kitchens in bedsits
9.3	Sinks			Exclude wash hand basins
9.4	Shower/bathrooms			
9.5	Toilets in shower/bathrooms with wash hand basins			
9.6	Separate toilets with wash hand basins			Exclude external toilets
9.7	Has the HMO been licensed before? Yes / No			If yes, go to 9.8 If no, complete the facilities table (B) at the end of the application form and go to 10.1.
9.8	Is the layout the same as indicated in schedule 2 of the most recent licence? Yes / No			If yes, go to 10.1 If no, complete the facilities table (B) at the end of the application form and go to 10.1.

10	Section 10 of 17	
	GAS AND FURNITURE	
10.1	Does the property have a gas supply? Yes / No	If yes, go to 10.2 If no, go to 10.4
10.2	Do all provided gas appliances meet all safety requirements? Yes / No	The licence will be refused if the answer is 'no'.
10.3	Gas safety certificates are included with the application as evidence. Yes / No / Previously provided within the last 12 months	Gas safety certificates must be provided on annual basis to the local authority. It is not a requirement to include these with the application.
10.4	Does all furniture provided meet all safety requirements? Yes / No	See The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended), The licence will be refused if the answer is 'no'.

11	Section 11 of 17	
	FIRE PRECAUTIONS	
11.1	Has the HMO been licensed before? Yes / No	If yes, go to 11.2 If no, go to 11.3
11.2	Do the fire precautions meet the licensing standard? Yes / No	If yes, go to 12.1 If no, go to 11.3
11.3	Are smoke and/or heat alarms (or detectors) provided in the property? Yes / No	
11.4	Type of alarms or detectors <input type="checkbox"/> Battery operated only <input type="checkbox"/> Mains electricity – standalone <input type="checkbox"/> Mains electricity – interlinked <input type="checkbox"/> Mains electricity – panel controlled	
11.5	Give the location of each smoke and heat detector e.g. ground floor hall, first floor kitchen	
	Other fire equipment and precautions	

11.6	<p>Is the following equipment provided in the property?</p> <input type="checkbox"/> Fire blankets in each shared kitchen <input type="checkbox"/> Emergency lighting <input type="checkbox"/> Fire door to each shared kitchen <input type="checkbox"/> Fire doors to other rooms. Please state which rooms: <input type="checkbox"/> None of the above
11.7	<p>Is there a clear fire escape route(s) from the property? Yes / No</p>
11.8	<p>Has fire safety information or training been provided to the occupiers of the property? Yes / No</p>

12	Section 12 of 17	
	MANAGEMENT ARRANGEMENTS	
12.1	<p>Are occupants given a tenancy agreement (or other written statement of terms of occupancy)? Yes / No</p>	This is a mandatory licence condition.
12.2	<p>Will the West of England's Code of Good Management Practice be followed at all times? Yes / No</p>	See notes that accompany the application form. Any person involved in the management of the HMO could lose their 'fit and proper person' status if the Code is not followed.
12.3	<p>If no local manager is appointed, what arrangements are in place to deal with emergencies?</p>	Local is within 25 miles of the property.

12.4	If no local manager is appointed, what arrangements are in place to manage the HMO whilst the licence holder is not available eg when on holiday?	Local is within 25 miles of the property.
12.5	Provide a telephone no. in case of emergencies.	
12.6	Will regular inspections (at least quarterly) be carried out to check occupation in accordance with licence conditions and to assess the need for maintenance? Yes / No	The licence will be refused if the answer is 'no'.
12.7	If a manager has been appointed, are there sufficient funds for all their management obligations to be met? Yes / No	The licence will be refused if the answer is 'no'.

13	Section 13 of 17	
	FIT AND PROPER PERSON TEST	
13.1	Is the proposed licence holder a company, partnership, charity or trust? Yes / No	If yes, go to 13.2 If no, go to 13.3
13.2	A 'fit and proper person' declaration signed by the company secretary or other responsible person is included on behalf of the company, partnership, charity or trust. Yes	A declaration must be provided, go to 13.5. The fit and proper person declaration is at the end of application form (C)
13.3	A 'fit and proper person' declaration for each licence holder is included with this application. Yes	If more than one person is proposed to be the licence holder each person must submit a declaration. This includes joint owners. A declaration must be provided, go to 13.4.

13.4	List the names and addresses of any other persons other than the manager in section 6 who are involved with the management of the property or who are key holders.	
13.5	A 'fit and proper person' declaration is included for the licence holder and manager Yes / Not applicable	Manager is as stated in Section 6. Where the manager is a company or partnership, the company secretary or other responsible person on behalf of the company or partnership should sign the declaration. A declaration must be provided if there is a manager who is not also the licence holder, go to 14.1 'Not applicable' is where the licence holder is also the manager.

14	Section 14 of 17	
	OTHER PROPERTIES LICENSABLE UNDER THE HOUSING ACT 2004	
14.1	Is the proposed licence holder a licence holder for other properties which require a licence under the Housing Act 2004? Yes / No	If yes, go to 14.2 If no, go to 15.1
14.2	Address(es)	

15	Section 15 of 17	
	NOTIFYING PEOPLE ABOUT THE LICENCE APPLICATION	
	<p>You must let certain people know in writing that you have made this application or give them a copy of it.</p> <p>The people who need to know about it are:</p> <ul style="list-style-type: none"> Any owner of the property to which the application relates (if that is not you) i.e. the freeholder and any head lessors who are known to you Any mortgage provider for the property to be licensed Any other person who is a tenant or long leaseholder of the property or any part of it (including any flat) who is known to you. This is other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy) The proposed licence holder (if that is not you) The proposed managing agent (if any) (if that is not you) Any person who has agreed that he will be bound by any conditions in a licence if it is granted 	

You must tell each of these people (or organisations):

- Your name, address, telephone number and email address or fax number (if any)
- The name, address, telephone number and email address or fax number (if any) of the proposed licence holder (if it will not be you)
- That this is an application for an HMO licence under Part 2 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the local housing authority to which the application will be made
- The date the application will be submitted

Provide details of notifying these people about the licence application

15.1	Name of person / organisation notified	Interest	Date of notification

16 Section 16 of 17

ADDITIONAL DETAILS

16.1	Please provide any additional information which is required or relevant to your application (check for local guidance notes and conditions which may provide details of specific requirements in your area)	
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17	Section 17 of 17	
	DECLARATION	
	<p>I declare that the information contained in this application is correct to the best of my/our knowledge. I understand that I commit an offence if I supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am/are reckless as to whether it is false or misleading.</p> <p>I declare that I have served a notice of the application on the people listed in Section 17 above and that these are the only people known to me/us that are required to be informed that I have made this application.</p>	
17.1	Full name (applicant)	
17.2	Signature	
17.3	Date	
17.4	Full name (proposed licence holder if different)	
17.5	Signature	
17.6	Date	
17.7	Other joint applicants to sign, print name and date:	

A. LEGAL INTEREST - CONTINUATION SHEET	
Interest in the property	
Full name	
Organisation (if applicable)	
Mortgage acc no (if applicable)	
Address	
Email address	
Main telephone number	
Other telephone number	

Interest in the property	
Full name	
Organisation (if applicable)	
Mortgage acc no (if applicable)	
Address	
Email address	
Main telephone number	
Other telephone number	

Interest in the property	
Full name	
Organisation (if applicable)	
Mortgage acc no (if applicable)	
Address	
Email address	
Main telephone number	
Other telephone number	

C. Declaration in respect of a fit and proper person - see Section 13 (a separate declaration will be needed for each person)	
Full name	
Address	
1	In connection with the application for an HMO licence in respect of (address)
	Date of application
	<p>I hereby declare that I am (delete as appropriate):</p> <p>(i) the proposed licence holder</p> <p>(ii) the manager of the property (if different to (i) above)</p> <p>(iii) someone who is otherwise engaged in the management of the property</p> <p>(iv) key holder</p> <p>(v) other person, please specify:</p>
2	<p>In support of the above declaration I confirm that I :-</p> <ul style="list-style-type: none"> i. do not have any unspent convictions particularly in respect of any offence involving fraud or other dishonesty, or violence or drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements); ii. have not been found guilty by any court or tribunal of practising unlawful discrimination on grounds of sex, colour, race ethnic or national origins or disability in, or in connection with, the carrying on of any business; iii. have not had any judgements (whether civil or criminal) against me under housing, environmental health, public health or landlord and tenant law; iv. have not acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004. <p>And to the best of my knowledge (i) to (iv) above do not apply to anyone who is associated with me whether on a personal, work or other basis (includes husband, wife, colleague, business partner and employees).</p>
3	<p>Also please indicate and give details if you have:</p> <ul style="list-style-type: none"> i. Been in control of any property subject to a Control Order under S379 of the Housing Act 1985 or Demolition Order in the last 5 years; ii. Been in control of a property that has been subject to the service of an Improvement Notice, a Prohibition Order, a Hazard Awareness Notice, or Emergency Remedial Action under the Housing Act 2004; iii. Been refused a licence or had a licence revoked for any property in relation to an HMO under the Housing Act 2004 (includes additional and selective licensing schemes); iv. Been found to have breached a condition of a licence for an HMO under the

	<p>Housing Act 2004 (includes additional and selective licensing schemes);</p> <p>v. Been in control of any property, which has subsequently been the subject the subject of an Interim or Final Management Order or Special Interim Management Order under the Housing Act 2004.</p> <p>Provide details:</p>	
4	<p>Have you ever been refused fit and proper status by a local authority?</p> <p>Yes/No</p>	<p>If yes, state which local authority and date:</p>
5	<p>Agents only:</p>	<p>Business ID No:</p>
<p>I declare that all the persons who have been given a fit and proper person number under the current Business ID number _____ do not have any declarations to make in relation to Sections 2, 3 and 4 above. (NB. If there are new members of staff without a fit and proper person number each new member of staff will need to complete one of these declarations.)</p>		
<p>I accept that in connection with the checking of the accuracy of this declaration that the local authority will share this information with other statutory bodies, particularly other local authorities and the Police.</p> <p>Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you have not disclosed, or which has been incorrectly stated or described, your licence may be revoked or other action taken.</p> <p>Signed: _____ Name: _____</p> <p>Date: _____</p>		
<p>If you are unable to sign the above declaration you should give brief details here:</p>		

Bristol City Council HMO Licence Check Sheet

Name of Licence Applicant	
Address of property to licence	
Postcode	

Fee Calculation							
If you are a charity no fee is required please confirm your registered Charity number.					Reg. No:		
Type of Application being made:					Fee	Amount that applies to this property	
Unlicensed HMO	Licensable HMO operating without a licence.				£1500	£	
New Application	Property which has not been licensed and not required to be licensed in the last 12 months.				£1200	£	
Reapplication	Currently licensed property for which the licence is expiring and requires another HMO licence.				£1000	£	
Fee for additional households	For 6 or more households an additional cost of £50 per household will be charged. (Please use table below to calculate).						
	Number of households in property						
	Deduct 5 households	- 5					
	Equals total number of additional households			Multiplied by	£50 =	£	
Fee before any Rewards applied Rewards are only applicable if: i) From 6 th April 2011 you have not been found to be operating an unlicensed HMO that required a licence for which no application has or was received. or ii) No simple caution has been given in the last two years or iii) You have not been prosecuted under Housing related legislation and that conviction is still live (normally within the last 5 years.) iv) Have not been expelled from the Bristol City Council Accreditation Scheme in the last 2 years.					Sub total (A)	£	

Reward 1 – Correct form and Fee	£100 will be returned to the licence applicant following a check that you have correctly completed the form and enclosed the correct fee. You cannot deduct this from the licence fee.		
Reward 2 – Compliance with Licensing and Legislation	Reapplication only – i) I have been advised that Reward 2 applies to this application in my letter ref. <i>comprem</i> and ii) Since 6th April 2011 I have not received 4 or more points in relation to the property the licence has been applied for under the BCC HMO licensing points system.	Reward 2 (B) = 20% of subtotal A	£ (B)
Reward 3 – Accreditation Reward (£50)	My property is not Accredited. (There is no legal requirement to Accredite your property)	Please complete our Accreditation Application form available on www.privatehousinginformation.co.uk under the ‘information for landlords’ section. You cannot deduct £50 from your fee. We will refund the £50 once you are Accredited.	
	Currently Accredited	Please check that you still meet our Accreditation Standards and sign the declaration below. You may then deduct the reward of £50	£ (C)
Total Rewards to be deducted from fee (B+C)= D			£ (D)
Total fee (A) – (D) =			£
<p>Please make out cheque to “Bristol City Council” and write address of the property to which the fee relates on rear of cheque.</p> <p>We will cash your cheque when we received it. This does not mean that your licence application has been accepted</p>			

Accreditation Declaration

This property is currently Accredited and I am reapplying to be Accredited. I declare to the best of my knowledge and belief that the information provided in this application is correct and true. I understand that any misrepresentation by me may lead to the withdrawal of my membership from the Bristol City Council Accreditation Scheme.

I understand that failure to maintain my property to the Accreditation standards can lead to removal from the scheme.

I understand that on approval my property will be added to a list of accredited properties that will be made available to members of the public.

I understand that tenants in this property will be sent information about the accreditation status of the property. I understand that for accreditation purposes Bristol City Council or approved Agent may carry out an inspection of this property, due notice will be given.

Name		
Signed		
Date		

Refund of fees	<p>Licence Fees are refundable if at the time of the application the property did not require a HMO licence application.</p> <p>If a licence is refused or application withdrawn during the processing of the licence we will refund the licence fee paid after deducting any costs already incurred for processing the licence and refunding the balance of the fee and other associated costs.</p>
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Checklist for returning application form and documents	Have you signed:	
	• section 17	
	• section C	
	of your application form.	
	If relevant, signed the accreditation declaration on this form.	
	Enclosed a cheque.	
Enclosed documents if relevant.		
Enclosed this form.		
Enclosed application form (you only need return the form, not the complete pack)		
Enclosed equalities form		

Please return to:
HMO Licence Application
Bristol City Council
Private Housing Team
P. O. Box 595 (AC)

Bristol
BS99 2AW
Dedicated help line: 0117 353 3884
Email: private.housing@bristol.gov.uk



Equalities Monitoring Form

Bristol City Council is committed to making equal opportunities a reality in the provision of all of our services. We need to know who our customers are to check that everyone in the city is accessing the services they are entitled to and that no-one is discriminated against unlawfully. Information provided will be treated **confidentially** and in accordance with the Data Protection Act 1998 and only used to ensure that everyone is treated fairly.

Every year, each service gathers information about its customers to check whether the service is reaching all communities and takes action if necessary. Data on uptake of council services by equalities communities is published on our website at www.bristol.gov.uk/equality

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. However, by answering the questions you will help us to ensure that our services are fair and accessible to all.

1 How would you describe your ethnic origin? (Please tick)

White

English/Welsh/Scottish/Northern Irish/British ()

Irish ()

Gypsy (including English, Scottish and Roma Gypsy) or Irish Traveller ()

Eastern European ()

Any other White background (please describe) _____

Mixed / multiple ethnic groups

White and Black Caribbean ()

White and Black African (non Somali) ()

White and Asian ()

Any other Mixed/multiple ethnic background (please describe) _____

Asian / Asian British

Indian ()

Pakistani ()

Bangladeshi ()

Chinese ()

Any other Asian background (please describe) _____

Black / African / Caribbean / Black British

African (non Somali) ()

Somali ()

Caribbean ()

Any other Black / African / Caribbean background (please describe) _____

Other ethnic groups

Arab ()

Iranian ()

Iraqi ()
Kurdish ()
Turkish ()
Any other ethnic group (please describe) _____
Prefer not to say ()

2 What is your gender?

Female () Male () Prefer not to say ()

3 Are you transgender?

(Is your gender identity different from the gender you were assigned at birth?)

Yes () No () Prefer not to say ()

4 What is your age group?

15 or under () 16 to 24 () 25 to 49 () 50 to 64 ()
65 to 74 () 75 and over () Prefer not to say ()

5 Do you consider yourself to be a disabled person?

Yes () No () Prefer not to say ()

5b It helps us to know whether we are reaching all disabled people, please can you tick the relevant impairment (disability) group below and you are welcome to tick more than one box if appropriate.

Physical impairment () Visual impairment () Hearing impairment ()
Deaf BSL user () Learning difficulties ()
Specific learning difficulties like dyslexia () Mental and emotional distress ()
A health condition e.g hiv, multiple sclerosis, cancer () Prefer not to say ()

6 Please say how you would you usually describe your sexual orientation?

Lesbian () Gay () Bisexual ()
Heterosexual (straight) () Prefer not to say ()

7 What is your religion? (Each category includes all denominations and sects)

No religion ()
Christian ()
Buddhist ()
Hindu ()
Jewish ()
Muslim ()
Sikh ()
Any other religion or belief (Please describe) _____
Prefer not to say ()

8 I do not wish to provide any of the information requested on this form ()

Bristol City Council Houses in Multiple Occupation licence Fee Structure (Mandatory Licensing Scheme)

Fees for New Applications, Re applications for a property that has been previously licensed and properties found to be unlicensed.

Cost of House in Multiple Occupation (HMO) licence application for 5 or less households:

Type of Application*	Fee	Criteria
Unlicensed HMO	£1500	Licensable HMO operating without a licence.
New Application	£1200 (Reduction of £300 on unlicensed HMO fee)	Property which has not been licenced and not required to be licenced in the last 12 months.
Re Application	£ 1000 (Reduction of £500 on unlicensed HMO fee)	Currently licenced property for which the licence is expiring and requires another HMO licence. Note if you do not submit a valid application before your licence expires then you have to pay the Unlicensed HMO fee rate above.
Fee per Additional household	£50	Applies from 6 or more households

No additional fees for:

- Fit and Proper person checks
- Variations
- Revocations
- A new application made within 6 months of death of a licence holder for the remaining period of the current licence.

Full cost of licence to be paid at the time of application, unless a reward can be claimed.

Rewards

General principle of rewarding compliant landlords and agents:

- Who apply for a licence when the law requires.
- Where the property is Accredited or Accreditation applied for and granted in the licence period
- Who make a valid application or
- Who make an online application and payment (we hope by mid 2012)
- Who are compliant or have complied with HMO licensing and Housing related legislation. See details below.

Bristol City Council

Summary of HMO Licensing Fees for licences 6th April 2011 –31st March 2012

Type of application* (see above for conditions)	Unlicensed HMO	New Licence	Reapplication
Full cost for application 5 or less households	£1500	£1200	£1000
Compliance Reward 1a - "Correct Fee and Form" or 1b "Online application" (£100)	N/A	£100	£100
Fee after Reward 1a or 1b	£1500	£ 1100	£ 900
Compliance Reward 2 – "Compliance with Licensing and Legislation Reward" (20% of the fee)	N/A	£240	£200
Fee after Reward 2	£1,500	£860	£700
Reward 3 – "Accreditation Reward" (£50)	N/A	£50	£50
Fee after all rewards	£ 1,500	£ 810	£650
% Reward available	0%	33%	35%
Cost per household (over 5)	£50	£50	£50

Bristol City Council - HMO licensing Reward Scheme version 1.1 revised 1st Jan 2012

When are rewards applicable?

To be able to claim any of the rewards, you# as **(the proposed licensee, applicant and or managing agent)** must meet the following requirements in relation to the licence application you are making for the property:

- i) Since 6th April 2011 you have **not** been found to be operating the property the application relates to as an unlicensed HMO. An unlicensed HMO is an HMO that required a licence for which no application has or was received; (Note if you subsequently licence the property you will not lose your rewards in relation to this property on the next licence application); or
- ii) You have **not** accepted a simple caution in the last two years in relation to the property you are applying for a licence; or
- iii) You have **not** been prosecuted under Housing related legislation and that a conviction is still live (normally within the last 5 years.) in relation to the property you are applying for a licence.

Reward 2 - "Compliance with Licensing and Legislation". This is not available if you have been excluded from **any** rewards due to the above reasons i) – iii) above.

To claim reward 2 you must meet the criteria below:

- i) Since 6th April 2011 the proposed licence holder or manager has **not** received 4 or more points in relation to the **property** the licence has been applied for under the Bristol City Council HMO licensing points system.

Please note. Unless specified otherwise, any reference to "you" in this HMO licence fee and reward scheme includes anyone who is a **proposed licensee, applicant and or managing agent**. These following requirements apply to any action taken or being taken in relation to an individual or a company where those persons are associated with the management of a property for which there is an application for an HMO licence.

Reward 1a- Complete Paper form and fee	
When does the reward apply?	When can the reward be claimed?
<p>A £100 compliance reward applies when a complete paper version of an HMO licence and a re Accreditation declaration (where appropriate) is received with the correct fee.</p> <p>We will give one opportunity to make a correct application with the appropriate fee. After one opportunity this part of the compliance reward cannot be claimed.</p> <p>This reward is not available if an electronic application has been made and the online reward claimed.</p>	<p>The £100 reward needs to be paid by or on behalf of the applicant in advance. This reward will be refunded to you after the application has been checked to make sure it is valid and the correct fee has been provided.</p> <p>Please note the form and fee will be accepted as correct if it meets the requirements set out in the “Bristol City Council HMO licence application pack”</p>

Reward 1b- Online application and payment (Due to be available by mid 2012)	
When does the reward apply?	When can the reward be claimed?
<p>When the applicant makes a valid online application including payment of the appropriate fee.</p> <p>This reward is not available if a paper application has been made.</p>	<p>The £100 reward will be deducted from the fee as part of the online form procedure and payment stage.</p>

Reward 2 - Compliance with Licensing and legislation reward	
When does the reward apply?	When can the reward be claimed?
<p>A further 20% compliance reward can be claimed if in the last licence application period the licence holder or manager complied with:</p> <ul style="list-style-type: none"> a) Previous licence conditions (If the licence holder or manager did not meet the terms of the licence conditions a maximum of one further opportunity to comply will be taken into consideration); and b) Any formal requirement to comply with mandatory Housing related legislation e.g. Housing Act 2004 and associated regulations, Landlord and Tenant Act 1985 	<p>For a previous licence holder complying with a) and b) the 20% compliance reward can be deducted from your application fee.</p> <p>We intend to advise licence holders who are relicensing a property whether or not you will be entitled to this fee with reminder letter about your licence expiring.</p> <p>For a new applicant or a person that did not comply with the properties licence conditions in the last licence period the 20% compliance reward will be refunded following compliance revisits if the works to comply with the licence have been met in the timescales given. If after the compliance visit the licence has found to be complied with the reward can be claimed.</p>

<p>etc; or</p> <p>c) If the proposed licence holder has not held an HMO licence previously then this 20% compliance reward will apply if the works to comply with the licence conditions and any requirements under HMO Management Regulations have been completed within the set timescale.</p>	<p>Please note if prior to your last licence application either the applicant, proposed licence holder or manager were found to be operating an unlicensed HMO they will not be able to claim this compliance fee.</p>
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Reward 3 - Accreditation Reward	
When does the Reward apply?	When can I claim the Reward?
<p>Property already Accredited If the property is Accredited in your name at the time of application and confirm you wish to re Accredit your property; or</p>	<p>If already Accredited and you have signed the declaration that you wish to re Accredit your property please deduct the Accreditation reward from your application fee.</p>
<p>Property not Accredited After making an application to be Accredited and the property is then Accredited.</p>	<p>If the property is not currently Accredited you need to include the value of the Accreditation reward with your application fee. You will be refunded the Accreditation reward on the issue of your certificate.</p>

Repayment of Rewards
<p>Rewards will be repaid to the fee payer within 28 days of assessing that the rewards terms have been met.</p>
<p>This will be not more than 6 months after the expiry of the deadline to complete any works required to comply with the licence conditions.</p>
<p>No interest is payable on any reward held by Bristol City Council in relation to licence fees and rewards.</p>
<p>If there are any outstanding unpaid invoices in relation to previous discounts associated with HMO licensing or any other debts outstanding to the Private Housing Service the amount which is outstanding will be deducted from any Reward that can be claimed. This applies to an applicant or any person associated with the property for which licence application is being made.</p>

Claiming back Rewards paid
<p>Bristol City Council reserves the right to claim back rewards claimed where if it is found at a later date that the applicant was not entitled to claim the Reward criteria at the time they were claimed. Applicants would be invoiced for outstanding amount and are required to pay within 28 days of the date of the invoice.</p>

Complaints or disputes
<p>Any complaint or dispute should be made using the Council's Fair Comment complaints procedure. You can make a stage 1 complaint online at http://intranet.bcc.lan/ccm/navigation/policy-and-procedures/fair-comment-complaints-procedure/fair-comment-form/ or by emailing private.housing@bristol.gov.uk or by writing to Private Rented Team Manager PO Box 595 (AC) Bristol BS99 2AW. We will respond to your</p>

complaint within 15 working days.

Definitions

Accreditation	Bristol City Council's Accreditation Scheme for private landlords.
House in Multiple Occupation	As defined in sections 1(5), (6) and also Section 1(8) of Housing Act 2004.
Licensable HMO	A House in Multiple Occupation required to have a licence under section 61 Housing Act 2004.
Points System	Points system published by Bristol City Council in relation to Fit and Proper Person Status.
Valid Application	A current Bristol City Council application form and fee completed in accordance with the current fee structure, Housing Act 2004 and prescribed regulations.

Fee Calculation Table

Please read in conjunction with application pack

Number of Households in HMO	Cost for Additional Households 6 or more @ £50 per household	Unlicensed HMO Application Fee	New Application - Application Fee				Re Application - Application Fee			
		£1,500	£1,200				£1,000			
		Total Application Fee. No Rewards where property for an unlicensed HMO.	Total Application Fee before any Rewards deducted	Less Compliance with Licensing and Legislation Reward 20% on Application Fee	Less Accreditation Reward (£50) deduct from fee if renewing accreditation	Less Correct Form and Fee (£100 refunded on receipt of correct application and fee)	Total Application Fee before any Rewards deducted	Less Compliance with Licensing and Legislation Reward 20% on Application Fee	Less Accreditation Reward (£50) deduct from fee if renewing accreditation	Less Correct Form and Fee (£100 refunded on receipt of correct application and fee)
2	£0	£1,500	£1,200	£960	£910	£810	£1,000	£800	£750	£650
3	£0	£1,500	£1,200	£960	£910	£810	£1,000	£800	£750	£650
4	£0	£1,500	£1,200	£960	£910	£810	£1,000	£800	£750	£650
5	£0	£1,500	£1,200	£960	£910	£810	£1,000	£800	£750	£650
6	£50	£1,550	£1,250	£1,000	£950	£850	£1,050	£840	£790	£690
7	£100	£1,600	£1,300	£1,040	£990	£890	£1,100	£880	£830	£730
8	£150	£1,650	£1,350	£1,080	£1,030	£930	£1,150	£920	£870	£770
9	£200	£1,700	£1,400	£1,120	£1,070	£970	£1,200	£960	£910	£810
10	£250	£1,750	£1,450	£1,160	£1,110	£1,010	£1,250	£1,000	£950	£850
11	£300	£1,800	£1,500	£1,200	£1,150	£1,050	£1,300	£1,040	£990	£890
12	£350	£1,850	£1,550	£1,240	£1,190	£1,090	£1,350	£1,080	£1,030	£930
13	£400	£1,900	£1,600	£1,280	£1,230	£1,130	£1,400	£1,120	£1,070	£970
14	£450	£1,950	£1,650	£1,320	£1,270	£1,170	£1,450	£1,160	£1,110	£1,010
15	£500	£2,000	£1,700	£1,360	£1,310	£1,210	£1,500	£1,200	£1,150	£1,050
16	£550	£2,050	£1,750	£1,400	£1,350	£1,250	£1,550	£1,240	£1,190	£1,090
17	£600	£2,100	£1,800	£1,440	£1,390	£1,290	£1,600	£1,280	£1,230	£1,130
18	£650	£2,150	£1,850	£1,480	£1,430	£1,330	£1,650	£1,320	£1,270	£1,170
19	£700	£2,200	£1,900	£1,520	£1,470	£1,370	£1,700	£1,360	£1,310	£1,210
20	£750	£2,250	£1,950	£1,560	£1,510	£1,410	£1,750	£1,400	£1,350	£1,250

HMO licence application – further guidance

This guidance is in addition to guidance contained in the application form and corresponds to the section numbers on the form.

Sections 1 and 2 – application details

A House in Multiple Occupation (HMO) is defined in the Housing Act 2004; basically it is a house or flat occupied by three or more unrelated people who share facilities. An HMO is subject to mandatory licensing if it is of three storeys or more, is occupied by five or more persons, and is occupied by persons living in 2 or more households.

A household usually means related family members, for the purposes of the Housing Act 2004 this includes husband, wife, co-habiting couple, child, step/foster-child, parent, step/foster-parent, grandparent, brother, half-brother, sister, half-sister, aunt, uncle, nephew, cousin, carer, and domestic staff.

An individual living as part of an unrelated group is one household and a group of five unrelated individuals living in a group would be five households (five unrelated students living together as a group is considered to be five households). An individual living on their own would also be considered to be one household.

More information on what is an HMO can be found at www.privatehousinginformation.co.uk, or by contacting your local authority using the contact details on the front of the application form.

The applicant in most cases will be the proposed licence holder. However, other persons may be the applicant; they will have to sign the application form and declare that all the information is correct. We are required by law to provide certain information on a public register, and this includes the licence holder's name and address.

Sections 3 and 4 – proposed licence holder

The proposed licence holder will normally be the landlord (owner) unless there is evidence that they are not the most suitable person to hold the licence. If the landlord lives outside the jurisdiction of the British courts an alternative licence holder must be found.

The licence holder will often also be the manager, this would not be the case where the licence holder lives a considerable distance from the property so as not to be able to effectively manage it. The licence holder may also wish to appoint a manager to take on management functions, whilst retaining control of the HMO.

Where two or more individuals are the joint landlords all of those persons should be joint licence holders (each would be jointly and severally liable) unless those persons have agreed that only one (or more of them) should hold the licence.

Where the landlord is a company, a limited liability partnership, or a board of trustees, the licence should be granted to it. An employee, director or officer of these legal entities should not normally be the licence holder as it is the entity that is liable. In the case of an unincorporated business (operating under a trading name) it will be the individual owners of the business who should jointly hold the licence, unless the local authority agrees that one or more of the owners will do so.

If the local authority is of the opinion that the proposed licence holder or manager is not suitable for that role they may agree another person to hold the licence or be the manager if that other person agrees.

Section 7 – details of the HMO

A basement is any storey that is partly or wholly below street level. The ground level is usually the main entrance at street level. The first floor is the first floor above ground level and so on.

A basement counts as a storey if it is used as part of the HMO; this includes storage or if it is used as the main entrance. If a basement has been constructed, converted or adapted for use as living accommodation it counts as a storey even though it might not be occupied. If the basement only contains service meters it will not count as a storey as long as it is not also used for storage and is kept locked.

A basement used wholly for business purposes is not counted as a storey, but any other business storeys are counted.

A mezzanine is a floor located between the main floors of a building; it may be used as a bedroom, bathroom, toilet or other. It will be counted as a storey if it means that one or more floor levels in the building are over 4.5m above the adjacent ground level.

Other partial floors may also count as a storey. For example, in some cases a small additional flight of steps can be found at the head of the main stairway to a further room, usually a bedroom or a room could be located at lower level at the base of the stairway in a back annexe, usually a kitchen. In these cases the storey will be counted if this consequently means that the uppermost floor is 4.5m above the adjacent ground level.

Attic rooms that are capable of being used as living accommodation count as a storey, even if they are not occupied. Otherwise, attics used solely for storage are not counted.

Section 10 – gas and furniture

The following types of furniture (if they contain upholstery) are included in the Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended):

Settees, chairs, bed bases, mattresses, headboards, children's furniture (inc. prams and pushchairs), stools, dining chairs and sofa beds, cushions, pillows as well as fitted or loose covers for upholstered furniture.

Curtains and bedding are not included and furniture made before 1950 is exempt, even if it has been re-upholstered.

All new furniture bought after 1st March 1990 should comply. Most new furniture must have a permanent label attached showing compliance. If it bears the warnings: "Covers are not match resistant" or "Caution – careless use of matches could set fire to this furniture" the furniture will not comply. Permanent labels were never required for bed bases or mattresses. However, a blue label indicating compliance with BS7177:1991 should be evidence of fire safety compliance.

Further information is available from the local authority Trading Standards section.

Section 11 – fire precautions

It is not necessary to have all fire precautions in place before a licence is granted. However, you are strongly advised, in the meantime to have as a minimum, interlinked battery smoke detectors throughout the common parts and interlinked heat detectors in shared kitchens and any bedsitting rooms with kitchen facilities; any self-contained flat should be linked into the system with a smoke detector. If the licensing standard is not met it will be a condition of the licence that the standard is met and this will involve a hard-wired system as battery detectors are not acceptable.

Section 12 – management arrangements

The West of England's Code of Good Management Practice can be found at the end of this guidance. Signing up to this code provides supporting evidence that the proposed licence holder will have satisfactory management arrangements in place for the property. In Bristol and North Somerset a points system for non-compliance operates in a similar way to a driving licence. Persistent failures to abide by the code can lead to a licence being revoked.

Section 13 – fit and proper person test

Before granting a licence the local authority must be satisfied that the licence holder, manager and any other person involved in managing the HMO is fit and proper. The local authority will also consider the fit and proper person status of any key holders as potentially they could carry out misdemeanours at the property.

The local authority must have regard to any evidence that a person has committed any of the matters listed in the declaration that is contained in the application pack. Where a person declares that they are fit and proper the local authority may decide to request further evidence, for example using the Disclosure Scotland procedure to identify any unspent convictions. Those signing the declaration should note that any offences etc committed by an associate are also relevant.

An unspent conviction will not necessarily prevent a fit and proper judgement by the local authority. The local authority will consider each offence and any mitigating circumstances on their relative merits.

Local authorities will carry out only one fit and proper person test on a person involved with more than one property. A fit and proper person number provided by one of the West of England local authorities is valid in all four authorities. However, a declaration regarding convictions etc. will be needed for each application.

Where a business or organisation is to be the licence holder or manager a 'fit and proper person' declaration signed by the company secretary or other responsible person is needed on behalf of the company, partnership, charity or trust. Any employee who is involved with the management of the HMO can be regarded as an 'associate'. Consequently, in signing the declaration the responsible people should be satisfied that these employees would be able to sign the declaration themselves, for example by requesting CRB or Disclosure Scotland checks.

Commitment and adherence to the West of England Code of Good Management Practice will also be considered as part of the local authority's decision on a person's fit and proper status. To establish this the Council will consult with other teams in the local authority and with the other West of England authorities

A local authority can revoke a licence if it no longer considers a licence holder to be fit and proper. Similarly, the fit and proper person status can be removed from managers and anyone else involved in the management of the property or key holders. It would then be a breach of a licence condition if that person continues in that capacity.

4/1/11

West of England Good Management Code of Practice

Conduct

The landlord agrees to conduct business with regard to the property and the tenancy in a courteous, reasonable and equitable manner and to answer promptly queries and issues raised by the tenant.

Inventories

The landlord agrees to ensure that an inventory is signed by both parties at the beginning of the tenancy (or as soon as practicable afterwards) and to give the tenant the opportunity both to carry out a joint inventory inspection at the outset and to discuss the inventory at the end of the tenancy.

Deposits

The landlord agrees to withhold any deposit only for the purpose for which it was levied, to return deposits as soon as possible after the end of a tenancy (in any event within 4 weeks) and to provide written details and receipts for any deductions which may be made. The landlord agrees to hold deposits in accordance with an authorised Tenancy Deposit Scheme.

Repairs and maintenance

The landlord agrees to carry out repairs within a time period appropriate to the severity of the problem, keeping as far as is practicable to the guide timescales given below*. The landlord agrees to uphold as far as practicable all undertakings given on work to be completed prior to the tenant moving in, to consult the tenant when planning other major maintenance work during the tenancy and to give reasonable notice (except in emergencies) and details of any work, servicing or testing to be carried out. The landlord agrees to set up effective monitoring arrangements to check the condition of the building and installations.

Landlord's access to property and other statutory requirements

The landlord agrees to comply with all statutory obligations under housing and landlord & tenant legislation, associated regulations, Codes of Practice and British Standards including the legal requirement to gain access to the property (for inspection, repairs, monitoring or other reasons) only by prior arrangement with the tenant and having given 24 hours notice (except in emergencies).

Neighbours

The landlord agrees to take reasonable steps to minimise any nuisance, alarm, harassment or distress that may be caused to neighbours by the way the property is used. The landlord agrees to offer occupiers of the immediately neighbouring properties a contact telephone number, address or e-mail address to report any problems, to ensure that "To Let" or "Let" boards are not left up as long-term advertising features, to keep the external appearance of the property in a reasonable condition and to make reasonable arrangements for the storage and disposal of refuse.

*Guide to repair timescales once a fault has been reported

Emergency repairs - **24 hours** (Affecting health or safety e.g. major electrical fault, blocked WC).

Urgent repairs - **5 working days** (Affecting material comfort e.g. hot water, heating or fridge failure, serious roof leak).

Other non-urgent repairs - **20 working days**

The West of England (WoE) local authorities' standards for licensed Houses in Multiple Occupation (HMOs) under Part 2 Housing Act 2004 (1 Sep 2010)

Contents:

- vi. Amenity standards for HMOs or parts of HMOs either occupied by a socially interactive group (shared houses or shared flats normally subject to a joint tenancy) or by individual households living independently who either share facilities (bedsits) or have exclusive use of facilities (self contained flats).
- vii. Room size standards for properties occupied as above and including specific standards for HMOs where some board is provided, these properties are referred to as 'hostels'.

Notes:

- viii. The amenity standards include those prescribed by The Licensing and Management of Houses in Multiple Occupation and Other (Miscellaneous Provisions) (England) Regulations 2006 (SI 2006 No. 373).
- ix. The additional amenity standards indicate how the WoE local authorities will regard how the 'Tests as to suitability for multiple occupation' can be met under Section 65 Housing Act 2004.
- x. The room size standards indicate how the WoE local authorities will decide on the maximum occupation of the property under Section 64 Housing Act 2004; this is known as the 'permitted number'.
- xi. The above standards need not necessarily be met on the date a licence becomes operative. Where this is not the case the licence will be issued with conditions requiring compliance with the standards within a required time period.
- xii. The standards do not apply to non licensable HMOs. Instead, the housing health and safety rating system under Part 1 Housing Act 2004 will be used to assess the suitability of amenity standards and living space.
- xiii. All licensed HMOs will be subject to an assessment using the housing health and safety rating system under Part 1 Housing Act 2004. As result, it is possible that there will be additional requirements to be met.

Application:

- xiv. Where reasonably practicable all HMO licensing standards must be complied with. However, every case must be considered on its own merits as Councils cannot apply a blanket set of standards for all HMOs in its district taking no account of the individual circumstances of the HMO in question. This will particularly be in respect of those standards that are not prescribed by legislation.

**HMO LICENSING STANDARDS
FOR FACILITIES PROVIDED FOR SHARED AND EXCLUSIVE USE**

Personal washing and toilet facilities

Location, size and condition	General	<p>All facilities should be located in rooms of an adequate size and layout within 2 floors of any bedroom and accessible from communal areas unless provided as en-suite facilities for the exclusive use of that occupant. Facilities should be inside the building.</p> <p>All baths or showers, toilets and wash hand basins should be of an adequate size and be provided with an adequate water supply, necessary fittings, drainage and be in a satisfactory condition to enable thorough cleaning. Constant hot water at a suitable temperature to be provided to baths / showers and wash basins. Baths or showers and wash hand basins should be properly sealed into wall surfaces and have 300mm of tiled splashback (or equivalent). Bathrooms and toilet compartments should be of an adequate size and layout.</p>
Wash hand basins	Shared use	<p>On a case by case basis, unless it is not reasonable to do so, all individual units of accommodation should be provided with a wash hand basin. In determining what is reasonable consideration will be given to the following matters:</p> <ul style="list-style-type: none"> a) the mode of occupation b) the age of the building c) the character of the building d) the cost e) the practical implications f) existing legal definition, RPT decisions and current case law g) any other matter identified by the case officer <p>Within each room and compartment containing a toilet.</p>
	Exclusive use	<p>Within each room and compartment containing a toilet.</p>

Baths or showers and toilets	Shared use	Where there are four or fewer occupiers sharing there must be at least one fixed bath or shower and a toilet (which may be situated in the bathroom). Where there are five or more occupiers sharing there must be at least a fixed bath or shower for every 5 occupants (or part of) and at least one toilet separate to the bathroom for every 5 occupants (or part of), a further full bathroom would be acceptable in place of a separate toilet. See table below as to how this standard can be met. In hostels where children are accommodated at least one bath should be provided.
	Exclusive use	A fixed bath or shower and a toilet.
Ventilation	General	Bathrooms to have mechanical ventilation to the outside air at a minimum extraction rate of 15 litres/second in addition to any window(s). Each toilet in a separate compartment is required to have a window equivalent to 1/20 th of the floor area or mechanical ventilation extracting at a minimum extraction rate of 6 litres/second. Ventilation should not be obstructed externally.
Heating	General	A fixed heating appliance in each bath or shower room sufficient to minimise condensation and provide thermal comfort.
Kitchens		
Location, size and condition	General	If kitchens do not have a suitable dining area this facility must be provided within one floor distant (this may be a living room, bedsit or bedroom of suitable size - see standards for room sizes). If hostels provide all main meals the kitchen facilities below are to be provided for every 10 occupiers and the cooker can be replaced with a microwave. If hostels have a commercial kitchen where access is not available at all times a separate kitchen must be provided to the standards below. Kitchens must have a safe and efficient layout and be of a suitable size - see standards for room sizes. All facilities and equipment must be fit for purpose.
Sinks	Shared use	A sink with constant hot and cold water, a draining board and tiled splash back per 5 occupiers (a dishwasher will be acceptable as a second sink) or within an individual unit of accommodation.

	Exclusive use	A sink with constant hot and cold water, tiled splash back and a draining board.
Cookers	Shared use	A cooker with a 4 ring hob, oven and a grill per 5 occupiers or within an individual unit of accommodation (a 27litre microwave with oven and grill will be acceptable as a second cooker).
	Exclusive use	A cooker with a 4 ring hob, oven and grill. A cooker with a 4 ring hob, oven and grill or a 2 ring hob, oven and grill together (positioned so that hobs are at worktop level) with a microwave will be acceptable in accommodation occupied by a single person.
Electrical Sockets	General	Four suitably positioned electric sockets are required plus one per major appliance (ie a cooker microwave, refrigerator/freezer, washing machine etc.).
Worktop	Shared use	Fixed worktop(s) with a smooth impervious surface for food preparation, minimum size 500mm x 1000mm per 5 occupants or within an individual unit of accommodation.
	Exclusive use	Fixed worktop(s) with a smooth impervious surface for food preparation, minimum size 500mm x 1000mm.
Storage	Shared use	A 0.3m ³ dry goods storage cupboard other than a sink base unit per occupier either in each occupant's room or in a shared kitchen.
	Exclusive use	A 0.6m ³ dry goods storage cupboard other than a sink base unit.
Refrigerators	Shared use	Two worktop height refrigerators with freezer compartments or 1 worktop height fridge and 1 worktop height freezer per 5 occupiers or a worktop height refrigerator with a freezer compartment within each individual unit of accommodation.
	Exclusive use	A worktop height refrigerator with a freezer compartment.
Refuse	General	Suitable and sufficient provision for refuse disposal both within the unit of accommodation and outside.
Ventilation	Shared use	Mechanical ventilation to the outside air at a minimum extraction rate of 60 litres/second or 30 litres/second if the fan is sited within 300mm of the centre of the hob. This is in addition to any windows.

Fire precautions (other than large hostels)

Provide fire precaution facilities and equipment to reduce fire risk and to ensure the safety of people in the premises as far as is practicable in accordance with the LACoRS (Local Authorities Coordinators of Regulatory Services) publication "Housing - Fire Safety. Guidance on fire safety provisions for certain types of existing housing."

This provision must include:

A fire blanket conforming to BSEN 1869, 1967 in each shared kitchen.

A fire door conforming to BS 476; Part 22; 1987 to be provided to each shared kitchen.

All locks on doors onto the means of escape and final exit doors to be capable of being opened from the inside without the use of a key.

Alternatively, provide the following:

(NB the fire detection and emergency lighting requirement below may be in excess of what is needed following a fire risk assessment and, in some cases, additional fire provisions may be needed; for example fire doors on bedsit accommodation)

Fire detection	A Category LD2 Grade A or D fire detection system to BS5839: Part 6 (a grade D system will be acceptable for 3 storey property occupied by up to 6 people). The system will normally include detectors in the circulation areas at each floor level, detection in kitchens, sitting rooms, dining rooms, bedsitting rooms and bedrooms. A sound level of 75dBA should be reached at bedheads. A grade A system will also include a control panel and call points.
Emergency lighting	An emergency lighting system to BS5266
Fire blanket	A fire blanket conforming to BS EN 1869 in each shared kitchen.
Fire doors	A fire door conforming to BS 476-22 to be provided to each shared kitchen.
Security locks	All locks on doors onto the means of escape and final exit doors to be capable of being opened from the inside without the use of a key.

Fire precautions (large hostels)

Requirements determined jointly with Avon Fire and Rescue on application.

Heating		
Fixed heating	General	A fixed heating appliance(s) capable of maintaining a temperature of 21C with an outside temp of -1C in each unit of living accommodation (electrical appliances must have a dedicated socket). Heating should be available at all times and be under the control of the occupier.
Access		
All facilities are to be available at all times.		
Definitions		
Shared use	Where one or more basic amenities (personal washing, toilet or kitchen) are shared by two or more households.	
Exclusive use	Where a basic amenity is provided for the use of a single household.	
Single household	Person(s) of the same family group, this includes an individual living on their own, an individual living in a group is also regarded as a single household.	
Family	Includes husband, wife, partner, child, stepchild, step parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin, foster child.	
Unit of living accommodation	Part of the HMO occupied by a single household, this includes bedrooms in shared houses or flats, bedsitting rooms, self contained flats (all basic amenities provided for exclusive use of that household).	
Hostel	Where board is provided as part of the occupation and it constitutes a persons only or main place of residence. Hostel includes bed and breakfast and hotel accommodation used by persons as their only and main residence which is a house in multiple occupation.	

Table to explain how the standards for baths/showers and toilets can be met

No. of persons sharing	Total no. of baths/showers and toilets* required	No. of toilets* that need to be separate	Or, no. of complete bathrooms accepted (bath/shwr toilet and whb)
1	1	0	-
2	1	0	-
3	1	0	-
4	1	0	-
5	1	1**	2
6	2	1**	3
7	2	1**	3
8	2	1	3
9	2	1	3
10	2	1	3
11	3	1	4
12	3	1	4
13	3	1	4
14	3	1	4
15	3	1	4
20	4	2	6 or (5 + 1 sep toilet)

* excluding outside toilets, a wash hand basin (whb) is to be provided within each room or compartment containing a toilet.

**only if reasonably practicable to provide ie there must be a suitable room (includes creating an en suite facility within a suitably sized bedroom) or space to install a toilet (with whb) from which a connection can be made into the foul drainage system without the need for a pumped system; alternatively, a bathroom could be partitioned off without the need to make an opening in a structural wall, the resultant layout should leave reasonable space for changing, drying etc.

LICENSABLE HMO MINIMUM ROOM SIZES

(NB sizes relate to areas with a minimum ceiling height of 1.6m)

ACCOMMODATION WITH FACILITIES SHARED BY OCCUPIERS

These standards apply where there is sharing of some or all facilities ie HMOs where:

- v. occupiers live independently of others eg single room lettings or bedsit accommodation (kitchen facilities within own room);
- vi. occupiers forming a group eg students, professional persons and others who interact socially.

Where the room is for the sole use of occupier(s)	Number of persons				
	1	2			
Kitchen	4m ²	5m ²			
Bedroom	6.5m ²	10m ²			
Combined kitchen and living room	11m ²	15m ²			
Combined bedroom and living room*	9m ²	14m ²			
Combined bedroom, living room & kitchen	13m ²	19m ²			
Where the room is shared by occupiers	Number of persons				
	1-3	4	5	6	7-10
Kitchen	5m ²	6m ²	7m ²	9m ²	11m ²
Total communal living space**	13.5m ²	17m ²	18m ²	20m ²	27.5m ²

* independent living only

** occupiers forming a group (includes kitchens, dining rooms and living rooms - the kitchen must be at least the minimum size specified above)

ACCOMMODATION WITH FACILITIES FOR THE EXCLUSIVE USE OF OCCUPIERS

These standards apply where all facilities are for the exclusive use of occupiers forming a single household ie an individual or family (husband, wife, partner, child, stepchild, step parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin, foster child) ie self contained flats within HMOs.

	Number of persons				
	1	2	3	4	5
Bedroom	6.5m ²	10m ²			
Combined bedroom and living room	9m ²	14m ²			
Combined bedroom, living room & kitchen	13m ²	19m ²			
Kitchen	4m ²	5m ²	5m ²	6m ²	7m ²
Living Room	8m ²	11m ²	11m ²	11m ²	11m ²

HOSTELS

These standards apply to HMOs where board is provided as part of the occupancy.

	Number of persons				
	1	2			
For exclusive use of occupants					
Bedroom	6.5m ²	10m ²			
Combined bedroom and living room where no separate living room is provided.	9m ²	14m ²			
Family bedroom (2 adults and 1 child under 10 years old)	14.5m ² or 18.5 m ² where no separate living room is provided.				
	Number of persons				
For shared use of occupants	1-3	4	5	6	7-10
Kitchen (all main meals* not provided)	5m ²	6m ²	7m ²	9m ²	11m ²
Kitchen (all main meals provided)	5m ²	5m ²	5m ²	5m ²	7m ²
Communal living room (not required if individual bedroom and living room meet the standard above)	8.5m ²	11m ²	11m ²	11m ²	16.5m ²
	11-15	16 or more			
	21.5m ²	At discretion of Local Authority			

* three meals a day (to be provided each day of the week)

Accreditation Scheme Standards

Scheme Standards

The landlord

- Provides current gas and electrical safety certificates, and if there is a mains powered fire alarm, a current fire alarm certificate.
- Signs up to the West of England Good Management Code.
- Confirms that they have no unspent convictions for relevant offences.

The property

- Meets the government's Decent Homes Standard (ie reasonable repair, heating and thermal efficiency, modern kitchen & bathroom facilities).
- Meets any legal requirements that apply to the type of property, for example:
 - Is free of major hazards (bands A - D of the government's Housing Health & Safety Rating System)
- All HMOs must comply with the Regulatory Reform (Fire Safety) Order fire standards and the HMO Management Regulations
- All licensable HMOs must comply with the HMO licensing standards
- All properties let after 1st October 2008 must have an Energy Performance Certificate
- If a non-licensable HMO, has good facilities and room sizes (HMO licensing standards used as a guide)
- Meets the standards referred to in the 'Accreditation Standard' column in the following table. Properties that meet the optional higher 'Accreditation Plus Standard' will have this recognised in their accreditation certificate.

	Accreditation standard	Accreditation Plus standard
Energy efficiency	100mm loft insulation* 80mm tank insulation Cavity wall insulation (where feasible) At least four low energy light bulbs * where the property has night storage heaters – 200mm loft insulation needed	200mm loft insulation 80mm tank insulation Cavity wall insulation (where feasible) At least 80% light bulbs low energy Draught proofing 'A'-rated condensing boiler
Security	For non multipoint style uPVC doors only: Front doors: – Rim Lock – 5-lever mortice/Euro/Oval cylinder lock Rear doors: – 5-lever mortice/Euro/Oval cylinder lock – top and bottom slide bolts Internal thumb turn on all front doors Locks on all accessible windows Letter box cowl	Specific recommendations made by Avon & Somerset Police following inspection of property – may include front door chains and spyholes, external lighting, improved external surveillance, burglar alarm etc.
Fire safety in single family houses	10-year sealed battery smoke detector to ground and top floors (interlinked if three storeys or more) Fire blanket in kitchen	Interlinked mains powered fire detectors on each floor Fire blanket in kitchen