

HMO licence application supporting documents

To make a valid application for a HMO licence you will need to:

- Provide a completed licence application form
- Pay the stage one licence application fee, and
- Provide all of the relevant supporting documents listed below.
 - Proof of address for the licence holder (utility bill, council tax bill)
 - Proof of ID for the licence holder (passport, driving licence)
 - Current landlord's Gas Safety Report (within the last 12 months)
 - Current Electrical Installation Condition Report (EICR) (within the last five years)
 - Current Portable Appliance Test (PAT) certificate (within the last 12 months)
 - Fire safety risk assessment (this should be produced by a competent person and updated every 5 years)
 - Current fire alarm system commissioning or test certificate (within the last 12 months)
 - Current emergency lighting test certificate (within the last 12 months - if applicable)
 - Service contract for alarm and safety systems (if applicable)
 - Any building regulations completion certificates and planning consents (if applicable)
 - A copy of the tenancy agreement provided to tenants
 - Details of any mortgage on the property (letter from mortgage provider or latest mortgage statement)
 - A copy of the floor plan clearly showing the layout. It must include room use, room sizes and location of fire precautions.
 - Energy performance certificate (if available)