



Dacorum Borough Council

HMO licensing application process

What is the Application Process?

Once we have received your application form, we'll then check to see if we have everything we need for a valid application. Please provide:

- A fully completed and signed application form
- Part 1 fee payment
- All required supporting documentation

If you are unable to provide all supporting documentation at application stage, we will write to you advising you of what is missing. We will keep your application active for a maximum of three months, to give you time to provide the documents. If, after this period, you fail to provide all outstanding evidence needed to process your application, we will close your application and refund any fees paid by yourself.

At this point, if you are operating a licensable HMO without a licence or a valid application for a licence you will be committing an offence and will be open to prosecution. The fine for such an offence could be up to a maximum of £30,000.

Once your application is deemed valid, we will arrange a licence inspection. In the meantime, we will consult with other Council departments to check that the licence holder and manager is a 'fit and proper person'.

Providing nothing is identified at the inspection or during the consultation, we'll send a notice of intent to grant a licence to all relevant parties giving 21 days to make representation. As this point, we will ask that you pay Part 2 of the application fee. If no representations are received within 21 days then we will issue the full licence covering a five-year period.

More information

For more information, please email pshousing@dacorum.gov.uk or call 01442 228000 and ask for Private Sector Housing.



HMO licensing - 'Fit and Proper Person' requirements



What is a 'Fit and Proper Person'?

When deciding whether a licence applicant is a 'fit and proper person', we must have evidence that shows that the applicant, or anyone else associated with the management of the house in multiple occupation, is a fit and proper person.

To do this, we must take into consideration the legislation set out in the [Housing Act 2004 \(section 66\)](#).

When you apply for a HMO licence, you will be required to supply a basic disclosure certificate for the person named as a property manager, which will list any unspent criminal convictions. You can find more information and apply for a basic disclosure certificate on the [Disclosure and Barring Service \(DBS\) website](#).

For further information, please read our [Fit and Proper Landlord Statement \(PDF 524KB\)](#).

More information

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HMO licensing required supporting documents



Required documents

1. Application form
2. A passport picture of applicant
3. Gas safety certificate
4. Portable electrical appliance test certificate
5. Electrical installation safety certificate
6. Automatic fire detection system certificate
7. Emergency lighting inspection certificate
8. Statement of safety of furniture and fittings
9. A full copy of the deeds (title absolute)
10. Tenancy management agreement
11. Fire risk assessment
12. Energy performance certificate
13. Plans of the property
14. DBS check – dated with the last 3 months of application received

Documents required subject to individual properties

1. Planning consent for building works, conversions, etc.
2. Building regulation approval for works / conversions
3. Building regulation completion certificates for works / conversions

More information

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