



Environment Housing & Neighbourhoods
 Blackburn with Darwen Borough Council
 Housing Standards
 Davyfield Road Depot
 Roman Road Industrial Estate
 Blackburn
 BB1 2LX Tel: 01254 585457
 Fax: 01254 588889
 Email: housingstandards@blackburn.gov.uk

Selective Licensing Application Form

Housing Act 2004, Part 3

Please ensure all parts of the form are completed in either black or blue ink. You must read the guidance notes provided as it gives you essential information you must provide to us and other interested parties.

Section 1.1: Property details.

.....

.....

.....

.....

Postcode

Section 1.2: Age of property.
 (Please tick accordingly.)

Before 1919 1965-1980

1919-1945 After 1980

1946-1964

Section 1.3: People living in the property.
 (Please write the total number per category.)

Number of separate letting units

Number of households

Number of occupants

Section 1.4: Property Type.
 (Please tick accordingly.)

A house converted into and comprising only self contained flats

House in single occupation House in multiple occupation

Flat in single occupation Flat in multiple occupation

A purpose built block of flats Other (please state)

Section 1.5: Levels within the property.
 Does the dwelling contain the following:

Basement Yes/No

Ground floor Yes/No

1st floor Yes/No

2nd floor Yes/No

3rd floor Yes/No

4th floor Yes/No

Attic or loft area Yes/No

Section 1.6: Room and amenity details.

State the total number of: Number

Bedrooms

Bath/shower rooms

Living/dining rooms

Kitchens

Toilets

Wash basins

Sinks

Section 4.1: Applicant details.
 (If the applicant is not the proposed licence holder you must fill in the section below.)

Name:		Address:
Telephone number:		
Email:		

Section 4.2: Details about the proposed licence holder(s) and manager(s) of the property.

	Proposed licence holder:	Person managing the house:
Full name:
Maiden name: (if applicable)
Date of birth:
Correspondence address:

Town:
Postcode:
Telephone number:
Email:
Connection to property:
Responsible for fees:	<input type="checkbox"/> (tick if appropriate)	<input type="checkbox"/> (tick if appropriate)
Responsible for certificates:	<input type="checkbox"/> (tick if appropriate)	<input type="checkbox"/> (tick if appropriate)

Are you submitting any additional information with regards to the owner, licence holder or manager of the property (tick if appropriate).
 (The guidance notes tell you what additional information you must supply.)

Section 4.3: Basic Disclosure and Barring (DBS) check.
 All persons named in section 4.2 will be required to provide the original copy of a valid disclosure issued within the last 6 months. "I agree to the information provided being used by the Council in the licensing decision process."

Section 4.4: Details about other people associated with the property.

	Person having control:	Person bound by a condition:
Full name:
Maiden name: (if applicable)
Date of birth:
Correspondence address:

Town:
Postcode:
Telephone number:
Email:

Section 4.5: Additional licence holder details.

If the proposed licence holder is a company, partnership or trust; please indicate which and complete the following:

(Use an additional sheet if necessary. If this section does not apply – please write “NONE”.)

Registered address: Company
 Partnership
 Trust

Telephone number:

Email:

Section 4.6: Details of company secretary:

Name:

Address:

Telephone number:

Email:

Section 5: Notification of application.

The guidance notes states the people you must inform about the application you are about to submit. Please read the declaration and complete the table below:

(Use additional sheet if necessary.- If not applicable please state N/A on the first line.)

Full name	Contact address	Interest in Property	Date notified
.....		
.....		
.....		
.....		
.....		
.....		

I/we declare that I/we have served a notice of this application on the above person(s) who are the only person(s) known to me/us that are required to be informed that I/we have made this application.

Section 6: Declaration.

I/we understand that public funds must be protected and so the information I/we have provided on this form may be used to prevent and detect fraud. I/we also understand that the information may be shared, for the same purposes, with other organisations that handle public funds. I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we knowingly 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/we know is false or misleading or I/we are reckless as to whether it is false or misleading. I understand and accept that if I/we withhold information or provide false or misleading information this may result in my application being rejected or revoked at a later date.

Applicants full name

Signature

Date:

(By signing the above you are agreeing to the statements in sections 4.3, 5 & 6.)

Applicants full name

Signature

Date:

(By signing the above you are agreeing to the statements in sections 4.3, 5 & 6.)

Checklist	Tick	For office use	For office use
Fee enclosed (£.....)	<input type="checkbox"/>		
Direct Debit form	<input type="checkbox"/>		
Gas safe record (copy)	<input type="checkbox"/>		
Electrical certificate (copy)	<input type="checkbox"/>		
Pat safety certificate (copy)	<input type="checkbox"/>		
EPC (copy)	<input type="checkbox"/>		
Tenancy agreement (copy)	<input type="checkbox"/>		
Additional data (separate sheets)	<input type="checkbox"/>		
Basic DBS			
Licence holder (original)	<input type="checkbox"/>		
Manager (original)	<input type="checkbox"/>		
HMO's only			
Fire alarm report	<input type="checkbox"/>		
Emergency lighting report	<input type="checkbox"/>		

**DATA PROTECTION ACT 1988
YOUR PERSONAL DATA**

Blackburn with Darwen Borough Council respects your personal information and undertakes to comply with the Data Protection Act 1988. The personal data you have provided will be used to process the application in terms of the Housing Act 2004. Your data may be disclosed to the Police, Fire Service and other Council Departments involved in the processing of the application and elected members when considering the application. The data (with the exception of details of any convictions) will also be kept in a register, which is open to public inspection. Blackburn with Darwen Borough Council is the registered Data Controller.

This section has intentionally been left blank.

Equal Opportunities Monitoring

To be completed by the proposed licence holder

Blackburn with Darwen Borough Council is committed to providing equality of opportunity and eliminating discrimination for all sections of our community. We aim to treat all applicants fairly and without bias. For this reason we need to monitor the application process. To assist in the implementation and monitoring of our equal opportunities policy, the proposed licence holder is asked to provide the following information below.

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about colour and broad ethnic group. UK citizens can belong to any of the groups indicated below.

The information you provide will be treated in the strictest confidence.

Would you describe your ethnic origin as:-

White	British <input type="checkbox"/>	Irish <input type="checkbox"/>
	Other (please state)	
Mixed	White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>
	White and Asian <input type="checkbox"/>	
	Other (please state)	
Asian or Asian British	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
	Bangladeshi <input type="checkbox"/>	Kashmiri <input type="checkbox"/>
	Other(please state)	
Black or Black British	Caribbean <input type="checkbox"/>	African <input type="checkbox"/>
	Other (please state)	
Chinese	Chinese <input type="checkbox"/>	
Other ethnic background	Other (please state)	