



Woking Borough Council

A guide to completing the online Property Licence Application Form

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Information that will be necessary to complete an application

The online application form should take about 45 min to complete and you will need to have the following information ready:

1. Full address of the property to be licensed.

2. Name, address, postcode, telephone numbers and email for the following:

- The applicant.
- Proposed licence holder (must have a UK address) if this is not the applicant.
- Proposed managing agent if there is one and if this is not the applicant.
- Mortgage company(ies) details providing loan(s) in relation to any parts of the building that is to be licensed. (email address is not required)
- Any owner(s) of the property to which the application relates i.e. the freeholder and any head lease holder if this is not the applicant.
- Any other person who has an interest in any part of the property to which the application relates e.g. leaseholders of any flats.
- Person(s) who collect the rents if this is not the proposed licence holder.

In relation to limited companies you are required to have 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 www.companycheck.co.uk you should also include the trading address if this is different. An employee of a company cannot be the licence holder – it will be the company itself.

3. As part of the fit and proper section of the application 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 and proposed manager may belong to.

4. You will be required to pay a fee for the licence application so you will need a credit or debit card (after the 1st April 2018 for selective licensing, at all times for mandatory HMO licensing)

5. Documentation to be submitted with the application:

- Gas safety certificate issued by a gas safe approved engineer (annual, if the property has gas)
- Floor plans of the property (with room sizes, location of bathrooms, toilets and kitchen facilities plus the position of any smoke alarms, emergency lighting and fire doors).
- Electrical Installation certificate or condition report issued by a competent electrical (every 5 years, for HMOs)
- Emergency lighting certificate (for HMOs)
- Fire alarm test certificate (for HMOs)

Note: All above certification will have to be current and submitted with your application and fee to make a valid application.

Mandatory Fields

Some fields are mandatory (marked with an *) 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.

Saving the form

When you start a new application you should save the application to your home computer or device make a note of the file name and where you have saved it and you will be able to resume it at a later date. Saving the form as go will ensure you do not lose any information you have already entered.

Paying for the Licence

You will need a credit or debit card to make the payment for your application when you submit the completed form to the gov.uk website (this is free for selective licenses until 1st April 2018).

Downloading the form:

Selective Licencing

<https://www.woking.gov.uk/selectivelicensing> for a selective licence

On the Woking Borough Council selective licensing page scroll down and select “apply for your licence”

Applying for a licence

All private landlords who operate private rented accommodation in the Canalside Ward must have applied for a licence with supporting documents to Woking Borough Council by 1 April 2018.

Licences will be issued for a maximum of five years (depending on the application date) and, for the majority of landlords, only one application will be required during the Selective Licensing Scheme.

Applications can be made online and must be accompanied by the required certification and [fees](#).

[Apply for your licence**](#)

This will take you to the gov.uk page to download the application form (or you can click on the link below)

<https://www.gov.uk/apply-for-a-licence/selective-licence/woking/apply-1>

Select “download the application form (PDF)”, select “save as”, save and make a note of the file name and where you have saved it to a folder in your computer. You are able to access the form without logging in or going to the gov.uk website once downloaded, make all changes and then when you are ready to submit go back to the gov.uk website with the completed form and supporting documents.

Step 1 of 4

Complete the application form

First, download the form

Right-click the link below and select the 'Save' option

[Download the application form \(PDF\)](#)

Please note, if you are experiencing difficulties downloading the application form and the website states 'please wait' Gov.uk advise this is a known issue and your PC is probably trying to use its default or browser PDF software.

Try selecting the PDF that you have downloaded and saved and use the 'open with' function (ctrl-click or right-click on file name) to select Adobe Reader to open the file. You may need to search for the downloaded file in your 'downloads' folder.

Mandatory HMOs

<https://www.woking.gov.uk/housing/enforce/licence> for mandatory HMOs (or you can click on the link below which takes you to the gov.uk website). The other steps are the same.

<https://www.gov.uk/apply-for-a-licence/house-in-multiple-occupation-licence/woking/apply-1>

Completing the form

Section 1 – Applicant details

System reference

Your reference

Are you an agent acting on behalf of the applicant?

Yes No

Applicant Details

* First name

* Family name

* E-mail

Main telephone number

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

Your Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

If you are the person filling in this application form, then you are the applicant.

As the applicant, you are required to complete every part of the application form and sign the declaration at the end of the form.

If you select "Applying as a business or organisation" then additional boxes will appear for you to enter its details.

Section 2 – Application details

* Type of licence:

Mandatory HMO

Additional HMO

Selective licence

* Type of application:

New

Renewal

Variation

HMO Or House To Be Licensed

Property number or name (if applicable)

Property Address

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

- Select which type of licence you are applying for.

- Select whether it is a new application, a renewal or a variation to an existing licence

- Provide the address details of the property to be licensed.

(NB: if it is a renewal or variation you will need the existing licence reference number.)

Section 3 – Proposed licence holder

* Are you the proposed licence holder?

Yes No

Provide the following additional details about yourself – note that the address is registered.

* Your interest in the property

Former name(s)

Home Address
Is the address the same as (or similar to) the address given in section one?

Yes No

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

Country

Further Details

* Date of birth / /

National Insurance number

- The proposed licence holder is the person whose name will be on the licence.

- The proposed licence holder should be the landlord, the person in receipt of the rent or in control of the property.

- The Council must be satisfied that the proposed licence holder is the most appropriate person to be so.

- Please note that an offshore company will not be permitted to hold a licence.

Section 4 – Proposed licence holder

* Legal status of the proposed licence holder:

Individual or sole trader

Company

Partnership

Charity or trust

Other

If the proposed licence holder is a company - you will need to provide the details for the company directors & secretary or the partners if a partnership or the trustees if a charity/trust

Section 5 – Ownership and control of the property

* Is the proposed licence holder the owner of the property?

Yes No

* Does anybody else have a legal interest in the property (e.g. as freeholder, leaseholder, mortgage provider)?

Yes No

Has anybody else agreed to be bound by the conditions of the licence, if it is granted? Details of the manager are requested in Section 6.

Yes No

Contact details must be provided for the following:

- A **freeholder** can be a person (or persons) or a company who is registered as the proprietor of a freehold estate in the land with absolute title

- A **leaseholder** can be a person (or persons) or a company who owns a lease on the property which gives them the right to occupation and use of the property for the term of the lease

- A **Mortgage Provider** is used by purchasers of property to raise funds to buy the estate; the loan is "secured" on the borrower's property.

- A **person who collects the rent** can be a person (or persons) or a company who collects rents from the persons who are occupying the property

- A **person who receives the rent** can be a person (or persons) or a company who ultimately receives (whether directly or through an agent or trustee) rents or other payments from the persons occupying the property

Section 6 - Proposed Manager

* Will the proposed licence holder be the manager of the property (HMO or house)?

Yes No

Section 7 – Details of the property to be licensed

* Type of property (HMO or house):

- House in single occupation
- Flat in single occupation
- House in multiple occupation
- Flat in multiple occupation
- House converted into self contained flats
- A purpose built block of flats
- Other

* How many storeys does the HMO or house have?

* Which levels are these storeys located on?

* How many storeys does the whole building have?

* What type of building is it?

- Detached house
- Semi-detached house
- Terrace house
- End terrace house
- Back-to-back house
- Residential block
- Mixed use block
- Grouped structure
- Other

* Are any parts of the building used for non-residential purposes?

- Yes
- No

* When was the building originally built:

- Before 1919
- 1919 to 1945
- 1946 to 1964
- 1965 to 1980
- After 1980

* Was the property (HMO or house) to be licensed:

- Purpose built with its present design
- Converted from a previous residential dwelling
- Converted from a non-residential structure

- Please select the most appropriate option for the property you are licensing.

- So for example if the property is a 1 bedroom flat in a purpose built block of flats you may make the following selections:

- Flat in single occupation
- 1 storey
- 4th floor
- 6 floors
- Residential block

- No

- After 1980

- Purpose built

Section 8 – details of the proposed occupants

• Give the number of households and occupants in the property:

	At the time of application	Proposed maximum
Separate households		
Occupants		

Details About The Occupants At Time Of Application

• Adults

• Children

Resident Landlord

• Is there a resident landlord?

Yes No

Catering Arrangements

• Catering arrangements for occupants of the property

What is a Household?

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 stepchildren), 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 property that requires licensing.

The number of occupants is the total number of people (including adults and children) who are occupying the property no matter how many households are in the property.

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.

Section 9 – Accommodation details

- * Number of separate letting units in the property
- Of These, The Number Which Are:
- * Self contained letting units (flats or bedsits)
- * Non-self-contained units (flats or bedsits)
- * Units with dormitories

- A self-contained flat is defined as a flat behind a front door with all basic amenities, none of which are shared with persons from other units of living accommodation; this could be on more than one floor (i.e. a maisonette).

- Non self-contained accommodation may be defined as a room used for sleeping and lacking a basic amenity such as a bathroom or kitchen.

Number Of Rooms And Facilities In The Property

* Give the number of each of the following in the property:

	Total in property	Use exclusive to one letting unit	Use shared between letting units
Bedrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bedsits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Living/dining rooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Kitchens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sinks	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shower/bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Toilets in shower/bathrooms	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets with wash hand basins	<input type="text"/>	<input type="text"/>	<input type="text"/>
Separate toilets without wash hand basins	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wash hand basins	<input type="text"/>	<input type="text"/>	<input type="text"/>

- This should be completed just for your property (not including other flats if it is in a block).

- If the property is single occupancy only complete the first column, if it is a HMO then you will need to complete all columns.

* Do all baths, showers, sinks and wash hand basins supply cold and constant hot water?

Yes No

Section 10 – Heating and Energy Efficiency

Heating

• What type of heating does the property have?

- Gas central heating
- Electrical central heating / night storage heaters
- Fixed gas heaters/fires
- Fixed electrical heaters/fires
- Solid fuel fires
- Other

• Do all the rooms in the property have a source of heat (e.g. radiator or fire)?

- Yes No

• Do all bathrooms and kitchens have a means of natural or mechanical ventilation?

- Yes No

Energy Efficiency

• Are the windows double glazed?

- All Some None

• Is the roof space insulated?

- All Some None N/A

• Are cavity walls insulated?

- All Some None N/A

• Are hot water tanks lagged?

- All Some None N/A

• Is there an Energy Performance Certificate for the property?

- Yes No

Section 11 – Gas and Electricity

Gas Installation And Appliances

• Does the property have a gas supply?

- Yes No

Electrical Installation And Fixed Appliances

• Have the electrical installation and fixed electrical appliances been tested within the last 5 years?

- Yes No

Portable Electrical Appliances

• Are any portable electrical appliances provided for use by the occupants (e.g. kettle, refrigerator, vacuum cleaner)?

- Yes No

Gas - if yes, you will be asked to upload your current gas safety certificate with your application form.

Electrical Installation Condition report – **for HMOs** you will be asked to upload your certificate with your application form.

Portable appliances- If you provide portable appliances you must ensure that they are safe to use, there is no legal requirement to PAT test them.

Section 12 – Fire precautions

Fire Risk Assessment

- Has a fire safety risk assessment been undertaken?

Yes No

Smoke And Heat Alarms

- Are smoke and/or heat alarms (or detectors) provided in the property?

Yes No

Other Fire Equipment And Precautions

- Is the following fire equipment provided in the property?

- Fire extinguishers
- Fire blankets in every kitchen
- Emergency lighting in common areas
- Fire doors
- None of the above

- Provide details of the fire escape routes from the property and how you ensure they are kept clear

- Provide details of any fire safety information or training provided to the occupiers of the property

- Do all furniture and soft furnishings provided at the property comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)?

Yes
 No
 Don't know
 None provided

Maintenance And Inspections

- Is the fire precautions equipment serviced and inspected by a competent person at regular intervals?

Yes No

The Regulatory Reform (Fire Safety) Order 2005 places a duty on the landlord to ensure a risk assessment of the common parts (of a HMO or block of flats) is carried out and to minimise any risks identified. See this website for more information

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/>

These questions are about inside your property.

Include any communal escape route if a block of flats – if there is a block management company who are responsible for this please use the free text boxes to state this.

Furniture & Furnishings

You will normally know if a piece of furniture complies with the regulations by looking for this label



Section 13 - Drawing plans 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. 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.

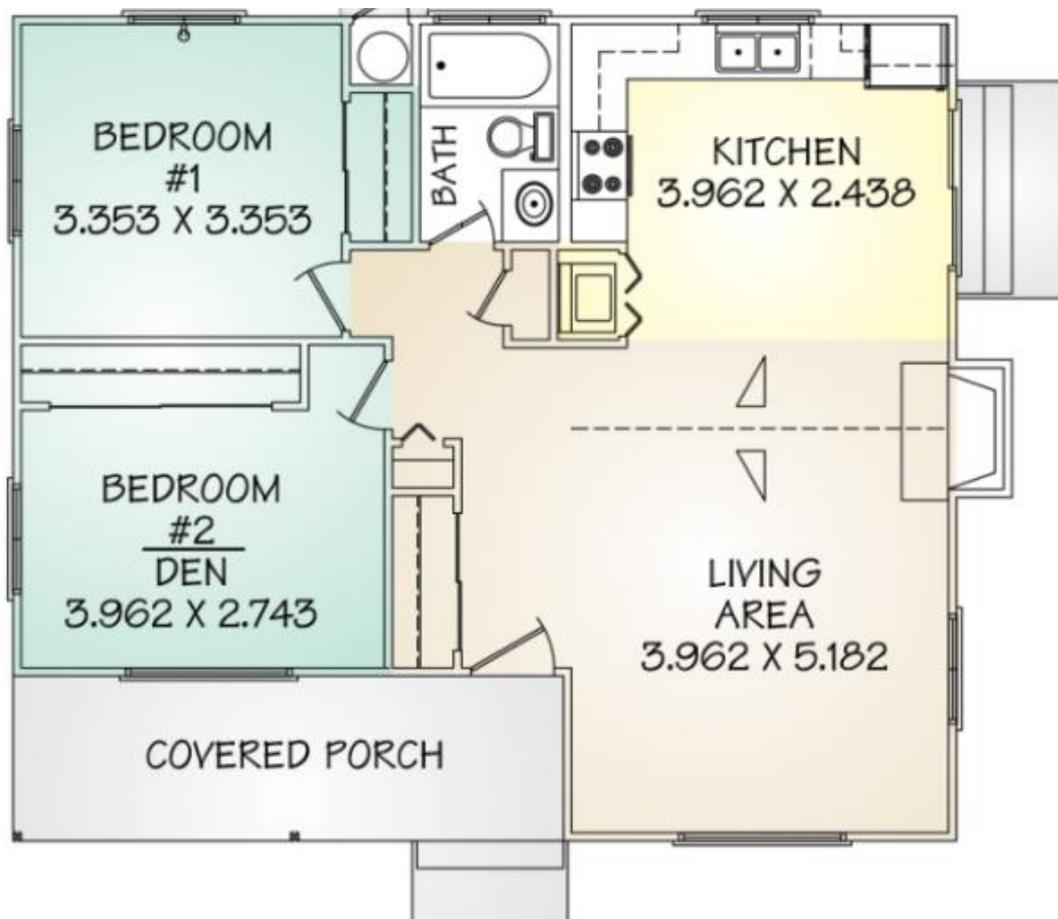
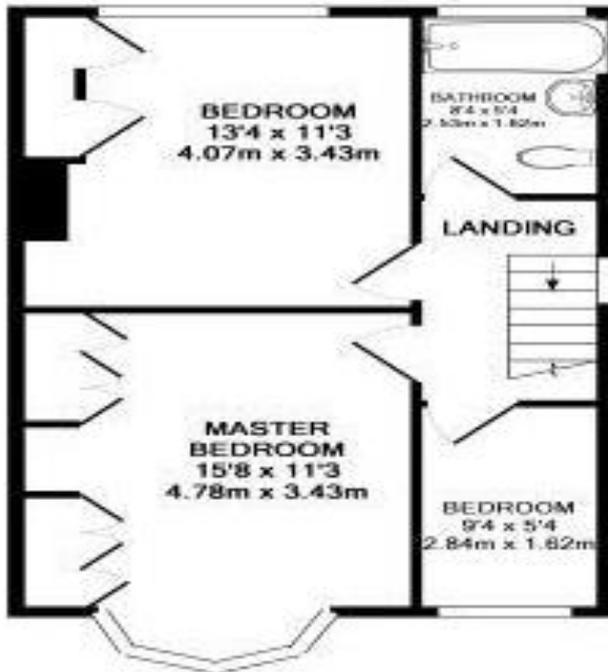
You do not have to draw the plan. You should be able to get any architect or plan drawer to do the job for you. This will however cost you money. You may already have some plans of the property drawn for some other purpose. It is perfectly acceptable to use these so long as they show all the information the council requires.

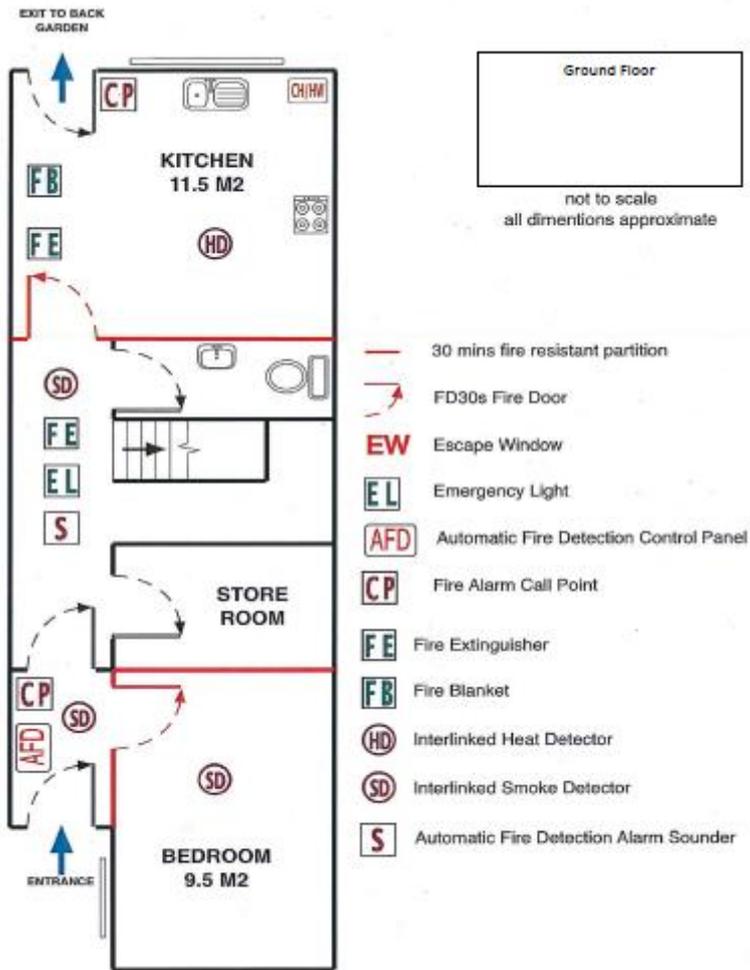
If you choose some other person to draw the plans you should show them these sheets so they know the sort of plans the council needs. The plans can be re-used in future applications for the same property so long as the information on them remains current.

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 (if any)
- c) Where fire detection & alarm equipment is sited (if any)

So long as the plans show these things clearly, they will be acceptable. Here are a couple of examples:





Section 14 – Management of the property to be licensed

Written Statement Of Terms Of Occupancy (Tenancy Agreement)

* Are occupants given a tenancy agreement (or other written statement of terms of occupancy)?

Yes No

Deposit

* Is a deposit required at the start of a new tenancy?

Yes No

Rent And Receipts

* Are tenants given a rent book?

Yes No

* Are tenants given receipts for rent payments?

Yes No

Outline Any Procedures/Arrangements You Have To:

* Vet prospective tenants (e.g. use of a vetting service or accreditation scheme, take up references, etc)

* Ensure the property is clean, safe and fit to live in, before each new tenancy

* Agree an inventory with each tenant, detailing the furniture and appliances supplied, including the condition of individual items

* Review the general condition of the property (internal, external, garden etc) sufficiently regularly to ensure it is maintained in good and safe repair

* Deal with repairs and complaints which have been reported within a reasonable time period

* Cover the cost of major emergency repair work or improvements to the property

* Receive and respond to complaints of antisocial behaviour involving or affecting the tenants and/or their children or visitors. (Local guidance notes may detail appropriate steps for tackling antisocial behaviour)

Please tell us if the tenants are given a written tenancy agreement or similar document which sets out the terms of their contract with the landlord - Assured shorthold tenancies (ASTs)

The most common form of tenancy is an AST. Most new tenancies are automatically this type.

A tenancy can be an AST if all of the following apply:

- the property you rent out is private
- the tenancy started on or after 15 January 1989
- the property is the tenants main accommodation
- The landlord doesn't live in the property

A tenancy **can't** be an AST if:

- it began or was agreed before 15 January 1989
- the rent is more than £100,000 a year
- the rent is less than £250 a year (less than £1,000 in London)
- it's a business tenancy or tenancy of licensed premises

Please give details – if a management company do this for you please check with them

Deposits: As a landlord, you must put your tenants' deposits in a government-backed tenancy deposit protection (TDP) scheme if you rent your home on an assured shorthold tenancy that started after 6 April 2007. In England and Wales deposits can be registered with:

- Deposit Protection Service (Custodial and Insured)

<http://www.depositprotection.com/>

- MyDeposits - including deposits that were held by Capita

<http://www.mydeposits.co.uk/>

- Tenancy Deposit Scheme (Custodial and Insured)

Information landlords must give tenants

Once you have received your deposit, you have 30 days to tell your tenant:

- the address of the rented property, how much deposit they've paid, how the deposit is protected,
- the name and contact details of the tenancy deposit protection (TDP) scheme and its dispute resolution service
- landlords' (or the letting agencies') name and contact details
- the name and contact details of any third party that's paid the deposit
- why the landlord would keep some or all of the deposit, how to apply to get the deposit back
- what to do if the tenant can't get hold of the landlord at the end of the tenancy
- what to do if there's a dispute over the deposit

Section 15 – Fit and Proper person test

Has the proposed licence holder, the manager and/or any person associated with either of them:

• Committed any offence involving fraud or other dishonesty (including benefit fraud), violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (subject to the Rehabilitation of Offenders Act 1974)?

Yes No

• Practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origins or disability in, or in connection with, any business?

Yes No

• Contravened any legislation relating to housing, public health, environmental health or landlord and tenant law?

Yes No

• Been refused a licence under Part 2 or 3 of the Housing Act 2004?

Yes No

• Had a licence revoked for breach of any conditions under Parts 2 or 3 of the Housing Act 2004?

Yes No

• Contravened any Code of Practice relating to the management of HMOs?

Yes No

This Section aims to collect information on all persons named in sections 1, 3 and 4-6 of the application, to enable the Authority to determine if they (or any associate of those persons) are fit and proper persons.

- Answering yes to any of the questions in this Section will not necessarily mean that the Council will refuse to issue a Licence. However, the Council reserves the right to refuse any person nominated as the proposed licence holder if they are not considered a fit and proper person.

- In such circumstances, somebody who is deemed to be a fit and proper person will have to be nominated to hold the licence.

The Council has contacted all the main letting agents directly and suggested that all their staff involved in their property management complete a fit and proper person test – if you have a managing agent just tell us who they are in section 6 and we will match the details we already have for them.

Section 16 – Accreditation and qualifications

• Is the proposed licence holder and/or the manager a member of a landlord or property accreditation scheme?

Yes No

• Is the proposed licence holder and/or the manager a member of a landlords' association?

Yes No

• Is the proposed licence holder and/or the manager a member of a professional body relevant to the ownership and management of residential property?

Yes No

• Have the proposed licence holder and/or the manager any relevant qualifications or undertaken any training courses relevant to the ownership and management of residential property?

Yes No

Provide details including membership numbers

Section 17 – Other properties that are licensed?

• Does the proposed licence holder and/or manager own or manage other properties which require a licence under the Housing Act 2004?

Yes No

Total Number Of Properties

• Number in this authority area

• Number in other areas

• Have details about these properties been provided in a previous licence application to this authority?

Yes No

If you have other properties that are already licensed or you are also applying for licences for please include them here.

Section 18 – Notifying people about the application

You must let certain people know in writing that you have made this application or give them a copy of it.

The people who need to know about it are:

- 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 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

• Does anybody (other than you) own the property (e.g. as freeholder, head lessor, joint owner)?

Yes No

• Is there a mortgage on the property?

Yes No

• Does the property have any tenant or leaseholder with more than three years remaining on the tenancy or lease?

Yes No

• Is the proposed licence holder somebody other than you?

Yes No

• Is the proposed manager somebody other than you?

Yes No

• Has anybody else agreed to be bound by the conditions of the licence, if it is granted?

Yes No

If you have a co-owner, mortgage company, managing agent as detailed please advise them you have applied for licence.

If you are the leaseholder in a block of flats you must inform the freeholder

It is a legal requirement that we advise all interested parties about the licence, we will carry out land registry checks and other checks as necessary.

Section 19 – Additional information

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)

Section 20 Payment Details and Declaration

Please see these links for information about our fees:

<https://www.woking.gov.uk/housing/landlords/selectivelicensing/fees>

<https://www.woking.gov.uk/housing/enforce/fees>

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Selective licence applications made before the commencement of the scheme on 1 April 2018 – any landlord no fee

Selective licence new application made after the commencement of the scheme – newly acquired property no fee

(restrictions apply, see link for details at bottom of this page for details)

Selective licence new application made after the commencement of the scheme £560

Selective licence new application made after the commencement of the scheme – accredited landlord £200

Selective licence renewal application £420

Selective licence renewal application – accredited landlord £200

* Fee amount (£)

Declaration

- Read the declaration carefully, this section is to be completed by the applicant and proposed licence holder.

- 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 should have disclosed, or which has been incorrectly stated or describe, your licence may be cancelled or other action may be taken.

- Tick the box to indicate you have understood the declaration.

DECLARATION

- 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 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 am/are reckless as to whether it is false or misleading.
- I/we declare that I/we have served a notice of this application on the persons detailed in section 18 of this application, who are the only persons known to me/us that are required to be informed that I/we have made this declaration.
- The following additional declarations also apply if (and only if) you have indicated in section 2 of this application that this is a renewal application:
- I/we declare that the house in respect of which a licence is sought under Part 2/Part 3 of the Housing Act 2004 is subject to a licence under that part at the time this application is made. I/we further declare that to the best of my/our knowledge either: (a) none of the information described in paragraph 2(c) to (g) of that Act and previously submitted to the authority has materially changed since that licence was granted; OR (b) the only material changes to that information are described in the preceding sections of this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date

 / /
 dd mm yyyy

To upload the application form and other documents:

Go back to the gov.uk website

<https://www.gov.uk/apply-for-a-licence/selective-licence/working/apply-1>
<https://www.gov.uk/apply-for-a-licence/house-in-multiple-occupation-licence/working/apply-1>

at the bottom of the page click on the below button

Now, submit the application



This will take you through 3 steps, you will need to tell us your email address

Step 2 of 4

Submit the application

Email address

Please provide your email address, so the licensing authority can let you know if your application has been successful or not.

Email address

Confirm email address

Attach your completed form and upload supporting documents.

Application form

Please attach the completed application form below.

Application form

Supporting documents

All documents are required, unless stated otherwise. Photos of documents are acceptable, as long as all the relevant information is clear. We'll only share these documents with the licensing authority.

Maximum size allowed per file is 10 MB.

We only allow the following file types : doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, rtf, txt, xls, xlsx

[What if I can't submit all of these documents?](#)

You don't have to submit optional documents, but it may improve your chances of a successful application if you do.

Ticking this box indicates you have read and understood the above declaration

By continuing, you're giving the Cabinet Office permission to pass the information you're supplying to the relevant authority.

Then tick the box at the bottom and click on the continue to pay fee button. Enter the relevant fees eg £0.00 for selective licenses until 1st April, £520.00 for a mandatory HMO licence and pay as prompted.

You will receive an automatically generated email from gov.uk with a reference number, please use this reference number in any correspondence to us, the teams email address is below.

Any issues or need help?

Please contact us on propertylicensing@woking.gov.uk