

HMO Licensing - Supporting Documentation Guidance

The following types of documentation, where applicable, must be submitted with all HMO licence applications:

Gas Safety
Electrical Safety - Fixed Installation
Electrical Safety - Portable Appliances
Automatic Fire Detection
Emergency Lighting
Tenancy Agreement
Management Agreement
Proof Of Address
Floor Plan

Documentation must be provided electronically (either scanned or electronically produced) and preferably in PDF file type. Each document must comprise of complete legible pages within a single file.

Photographs will be accepted for single page documents. Images should be in focus and saved as JPG or PNG file type. Please use a flash to avoid shadows on the document.

Word documents and Excel spreadsheets will not be accepted. These should be saved and submitted as a PDF file type.

Where documentation is requested by email, the documents should be files attached to the email and not images embedded in the email. Multiple emails should be sent if the email size is too big (limit 30MB).

We do not accept documents via file sharing websites.

If you are unable to provide documentation electronically, please contact us. Do not post documents to the Council's offices.

An application will not be considered duly made if the relevant supporting documentation is not submitted with the application (as per our [Private Sector Housing Enforcement and Civil Penalties Policy](#)).

Gas Safety	
Required:	When the property has gas appliances installed
Validity period:	Within 12 months
Documents accepted:	<ul style="list-style-type: none"> • Landlord Gas Safety Certificate/Record • Building Regulations Compliance Certificate (for new installations)
Additional information:	<p>Documents must be issued by a Gas Safe registered engineer and business (check https://www.gassaferegister.co.uk) and include their registration details.</p> <p>Documents must specify the property address and be dated.</p>
Relevant legislation:	The Gas Safety (Installation and Use) Regulations 1998 and The Management of Houses in Multiple Occupation (England) Regulations 2006

Electrical Safety - Fixed Installation	
Required:	Always
Validity period:	Within 5 years, unless a smaller time interval is specified
Documents accepted:	<ul style="list-style-type: none"> • Electrical Installation Condition Report • Building Regulations Compliance Certificate (for new installations or full rewire) • Electrical Installation Certificate (for new installations or full rewire)
Additional information:	<p>Documents must be issued by a competent person qualified to undertake electrical inspections and preferably registered with a competency scheme (check https://electricalcompetentperson.co.uk).</p> <p>Electrical Installation Condition Reports should be assessed satisfactory with no Code 1 (C1) or Code 2 (C2) observations. If an EICR is assessed unsatisfactory, then an Electrical Installation Certificate and/or Minor Electrical Installation Works Certificate will be required to demonstrate that remedial works have taken place.</p>

	Documents must specify the property address and be dated.
Relevant legislation:	The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020

Electrical Safety - Portable Appliances

Required:	When portable appliances are supplied by the landlord
Validity period:	Within 3 years
Documents accepted:	<ul style="list-style-type: none"> • Portable Appliance Test (PAT) certificate and schedule • Proof of purchase for items under 3 years old
Additional information:	<p>For the purpose of this requirement, a portable appliance is defined as an electrical appliance with a plug.</p> <p>Tested items must be recorded as either passing or failing the test. Failed items must be removed or replaced.</p> <p>Testing of tenant's own appliances is not required.</p> <p>A certificate and schedule must specify the property address.</p> <p>All documents must be dated.</p>
Relevant legislation	The Management of Houses in Multiple Occupation (England) Regulations 2006

Automatic Fire Detection

Required:	Always
Validity period:	Within 6 months for Grade A systems or 12 months for all other systems
Documents accepted:	<ul style="list-style-type: none"> • Commissioning certificate (for new installations) • Inspection and servicing report

Additional information:	Installation, servicing, and testing carried out to current British Standard BS 5839 and in accordance with the manufacturer's information.
	Documents must specify the property address and be dated.

Emergency Lighting	
Required:	When the property has emergency escape lighting
Validity period:	Within 12 months
Documents accepted:	<ul style="list-style-type: none"> • Commissioning certificate (for new installations) • Inspection and testing certificate
Additional information:	Installation, servicing, and testing carried out to current British Standard BS 5266 and in accordance with the manufacturer's information.
	Documents must specify the property address and be dated.

Tenancy Agreement	
Required:	When there is a written agreement of terms of occupancy
Validity period:	Current
Documents accepted:	<ul style="list-style-type: none"> • Assured Shorthold Tenancy (AST) agreement • Licence to occupy
Additional information:	Documents must be signed and dated.
	If the property is vacant, then a template copy will be accepted.

Management Agreement	
Required:	When the property is managed by someone other than the proposed licence holder
Validity period:	Current

Documents accepted:	<ul style="list-style-type: none"> • Management contract
Additional information:	Documents must specify the property address and be signed and dated.

Proof Of Address

Required:	For the proposed Licence Holder and Manager (if they are not the Licence Holder)
Validity period:	Varies depending on document type
Documents accepted:	<ul style="list-style-type: none"> • Utility bill (6 months) • Bank/building society statement (6 months) • Council Tax bill (12 months and current tax year) • Driving licence (current) • Companies House registration (for limited companies)
Additional information:	The address must match the proposed contact address to be displayed on the licence. This is not the HMO address.

Floor Plan

Required:	Always
Validity period:	Current
Additional information:	Please refer to our HMO Plans Submission Guidance