HMO Application Flowchart

Application form and fee lodged
Site notice displayed for 21 days from date of lodging

LICENSING SECTION

Application details verified and logged;
application circulated to:

Acknowledgement letter sent to applicant

| PRIVATE RENTED SERVICES | BUILDING STANDARDS | FIRE AUTHORITY | PLANNING | POLICE |

Joint inspection Team visit premises and issue joint inspection report to applicant. Revisit arranged where required.

Applicant's name checked against previous convictions database

Site notice confirmation from applicant

Public objections

LICENSING SECTION
Receives inspection/departmental reports and any objections from public/police

If no objections/adverse reports then application determined by delegated procedure and signed by two Councillors to confirm that application is not contentious.

If public or police objections received or contentious then the application is referred to the **Licensing Sub-Committee** for determination.

If unsatisfactory reports received application may be determined by Committee or delegated procedure and signed by two Councillors to confirm that application is not contentious.

Decision letter issued to applicant.

If application granted, licence documents are prepared and applicant is requested to complete neighbour notifications.

If application recommended for refusal, applicant is given 7 days to respond prior to the licence application being refused

Licence documents issued to applicant once neighbour notification confirmation received