

257 Additional Licencing Application Checklist

Information

- Full address of property to be licenced
- Applicant details
- Proposed Licence Holders details
- Proposed manager/ managing/ letting agent
- Any other person who has an interest in the property
- Details of the property that you are making the application for

Property details

- Type and age of property
- Layout of property

Documentation

- A floor plan showing the room sizes in metric units. You'll need to label the usage of every room and show the location of smoke/heat detectors and carbon monoxide alarms. **Please note this does not have to be drawn by a professional**
- A fire risk assessment (FRA) – If you don't have a current FRA at the time of your application you will be issued with a 1-year licence and a special condition will be added to your licence requiring you to get a FRA for your HMO

Safety certificates – all current and satisfactory at the time of application

- Gas safety certificate (if relevant)
- A satisfactory Electrical Installation Report (EICR)
- Fire Alarm Test Certificate (if relevant)
- Emergency lighting (if installed) – annual check
- A PAT certificate for any appliances supplied by the landlord. If the items are new, then a copy of the receipt will be sufficient

Optional items

The following are optional but are required to meet the criteria for a 5-year licence.

- EPC Certificate – for the whole building or for each flat that has been tenanted within the building
- Details of accreditation if you are an accredited landlord or agent this can be a copy of your certificate or reference number. Details of approved accreditation schemes can be found on the **[Accreditation scheme information page on our website](#)**¹

¹ portsmouth.gov.uk/services/housing/landlords/apply-for-an-hmo-licence/applying-for-an-additional-hmo-licence/accreditation-scheme-information