

What Happens Next?

There are four key stages to the HMO Licencing application process:

1. Validation of the application (required information submitted, correct fee paid, suitable person(s) proposed to be licence holder/manager and 'fit and proper' person test satisfied). If there is any information missing or more details are required, such as additional supporting documentation or declarations from managers/persons agreeing to be bound by the conditions, you will be contacted to provide the required information
2. Contact by an environmental health officer (EHO). The EHO will either arrange an inspection to determine the property's suitability for licencing or request additional details about the property and management arrangements. You will be contacted typically within 4/6 months from the date the application is validated (duly made)
3. Draft licence issued with conditions and maximum permitted number stated, or proposal to refuse licence issued
4. Final licence granted, or licence refused

Property conditions and management

We recommend all landlords and managing agents read our 'HMO Standards' which can be found on our website at camden.gov.uk/houses-multiple-occupation. This should help landlords and their managers understand what work conditions may be attached to the licence and determine the maximum number of occupiers allowed. The permitted number will depend on the nature of occupation, room sizes and the amenities available.

We do not expect landlords to carry out significant works prior to their first licence being issued but properties must be safe and properly managed. For example, we expect the property to have (as a minimum) working smoke alarms in place and for it to be in reasonably good condition.

However, for 'renewal applications' we expect that any works required by the existing (or previous) licence conditions will have been carried out.

Please note that as of 8 December 2020 we revised our enforcement policy whereby certain licences will be issued for a **1 year period only** (rather than the full 5 year period). Further details about the circumstances and considerations for issuing one-year licences can be found on our website at [Private sector housing enforcement policy](#).

In particular you may wish to note the following examples of circumstances that give rise to a presumption in favour of HMO licences being granted for one year only:-

- Failure to provide an Electrical Installation Condition Report, or failure to remedy items listed within an Electrical Installation Condition Report as being 'danger present' or 'potentially dangerous'
- Failure to provide a gas safety certificate or failure to remedy defects listed within a gas safety certificate
- Previous history of non-compliance and housing contraventions
- If a 'renewal' (or subsequent) licence application, failure to have completed particular works or actions specified as conditions on the previously issued licence
- Significant and/or numerous items of disrepair found at the time of inspection*

* *Examples of such disrepair often found during our licensing inspections include:-*

- *Defective fire alarms*
- *Damaged doors or frames, or latches that do not properly engage their keeps, or, where fitted, self-closing devices that do not engage the door's latch to its keep or missing intumescent strips and smoke seals*
- *Ill-fitting windows, or broken glazing, or windows having broken sash cords or perished glazing putties or are otherwise defective*
- *Broken or loose electrical fittings*
- *Defective mechanical extract ventilation*
- *Broken, loose or missing handrails and balusters to stairs*
- *Excessively worn, torn or loose stair carpeting*

It is accepted that things may break – what we do not expect to find during our inspection is evidence of lots of things that are broken or have clearly been so for a long time - If we do then it is likely that a licence will be limited to one year only.

Does tacit consent apply?

No. In Camden tacit consent does not apply if the processing of the licence application goes beyond the stated timescale. It is in the public interest and the interest of tenants that Camden determines your application before it can be granted. This means that licences should not be deemed granted until a full assessment has been made as to the suitability of the proposed licence holder (and manager if different) and the premises to determine whether a licence should be granted and if so, with what conditions and a maximum permitted number of occupiers stated.

However, after you have submitted your application for a licence you are able to operate a house in multiple occupation as if you have a licence, until the Council determines the licence.