

# Private Rented Property Licensing

Landlord forum  
Monday 10 August  
2pm

[www.enfield.gov.uk](http://www.enfield.gov.uk)

Striving for excellence



# Applying for an HMO licence

[www.enfield.gov.uk](http://www.enfield.gov.uk)

Striving for excellence



# Applying for a private rented property licence in Enfield

- Our aim is to give you a good overview of the system, but not every screen is shown here.
- We have focused on areas that need extra attention or explanation
- You only need to apply for either an:
  - Mandatory HMO licence
  - Additional HMO licence (from 1 September)
- If you have all the information about the property, the application should take no more than 30 minutes for a standard five room HMO, smaller properties may take less time

# Getting started

Go to Enfield Council web site <http://enfield.gov.uk/propertylicensing/>

## Private rented property licensing

[Property licensing](#)

[Additional HMO licensing](#)

[Consultation feedback](#)

[Report a problem](#)

### Property licensing

Following public consultation, we approved two new private rented property licensing schemes in January 2020. The proposed schemes aim to improve property conditions and management standards in the private rented sector, reduce deprivation and tackle antisocial behaviour. These schemes will help us to regulate conditions, management and occupation of privately rented properties in the borough.

To view the consultation documents visit [Mel Research](#).

### Mandatory HMO licensing

Mandatory houses in multiple occupation (HMO) licensing was introduced in 2006 and required certain large HMOs to be licensed before they could be let out to tenants. From 1 October 2018, the mandatory HMO licensing scheme was extended to include properties with fewer than three storeys. You will need a mandatory HMO licence to rent out your property if it is occupied by five or more people forming more than one household who share some amenities, such as a kitchen or bathroom.

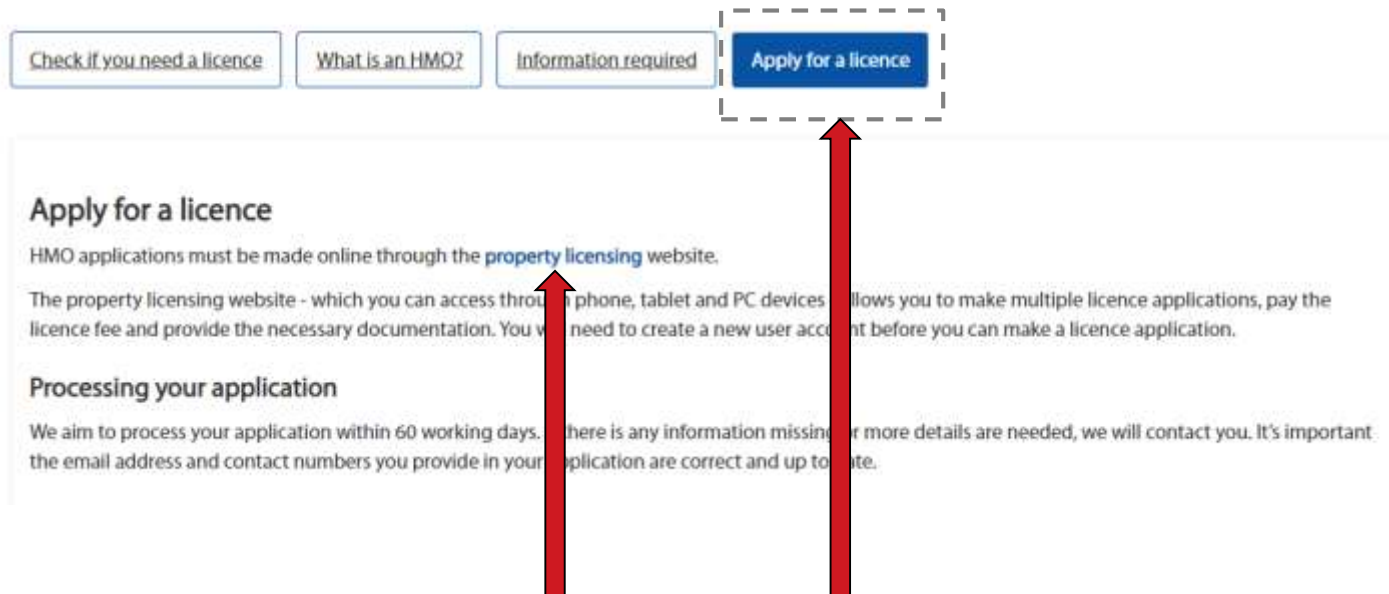
For more information see our [houses in multiple occupation](#) page.

# Getting started

Go to Enfield Council web site <http://enfield.gov.uk/propertylicensing/>

[Home](#) / [Services](#) / [Housing](#) / Houses in multiple occupation (HMOs)

## Houses in multiple occupation (HMOs)



[Check if you need a licence](#) [What is an HMO?](#) [Information required](#) **[Apply for a licence](#)**

### Apply for a licence

HMO applications must be made online through the [property licensing](#) website.

The property licensing website - which you can access through a phone, tablet and PC devices - allows you to make multiple licence applications, pay the licence fee and provide the necessary documentation. You will need to create a new user account before you can make a licence application.

### Processing your application

We aim to process your application within 60 working days. If there is any information missing or more details are needed, we will contact you. It's important the email address and contact numbers you provide in your application are correct and up to date.

There is lots of information on the Enfield web site. From here you click through to the property licensing application pages to start your application.

# Starting your application

## Licensing for rented property

Apply for and manage property licences for rented properties

**!** You may need a licence for a property you rent out privately. If you don't hold a valid licence you could face an unlimited fine.

### [Apply for a new property licence](#)

Fill out an application form to apply for a new property licence. The property to be licensed must be reasonably suitable for occupation.

### [Renew your property licence](#)

Renew an existing licence which is about to expire.

### [Manage an existing application](#)

Continue with an application for a new licence or a licence renewal that you have already started. View your previous applications.

### [Respond to a request](#)

Respond to a request from the Council. This includes comments on draft licences and other notices including licence variations, refusal or cancellations (revocations).

### [Make a one-off payment](#)

Pay any one-off charges owed to the Council in relation to your property

### [Submit a variation request](#)

If you have made changes to your property, you will need to update your current property licence.

Click here to start a new application

Click here to go back to an application you have already started.

You always have the option of saving your application and coming back



You don't need to be certain which licence you are applying for – the system will work it out for you if you enter the correct information.  
It is illegal to knowingly enter the wrong information

# Setting up an account

**ENFIELD** Licensing for rented property  
Home Login

**BETA** This is a new service - your [feedback](#) will help us to improve it.

### Login

Email address

Password

[Forgotten your password?](#)

### Create an account

If you're not already registered, you can create a new account.

You'll need an account to complete a property licence application and to track the status of your application.

## Create a new account

First name

Last name

Email address

## Create a new account

We have sent you a welcome email. Follow the link in that email to complete your registration.



This can take a few minutes to come through and may go to your JUNK or SPAM folder

# Starting your application

**BETA** This is a new service – your [feedback](#) will help us to improve it.

[Home](#)

## Apply for a new property licence

Please have the following available before you start:

- room sizes and property facilities
- details about the property structure and safety equipment
- name and addresses of persons and organisations with an interest in the property
- payment card details
- licence holder date of birth
- certificates e.g gas safety, electrical etc

### Applications from non UK residents

An application for a property licence from a non UK resident will only be considered valid if there is a managing agent based in the UK who agrees to be bound by the conditions and obligations imposed by the licence by signing a declaration to confirm this. Applications from limited companies will only be accepted from companies with a UK registered office (the licence will be in the company name).

For more details please read our [licensing guide](#).

**Start now** >

The application automatically saves every section you complete as you go. If you don't have all of the information you need on hand, you can close the application and come back later.

### Application Form Frequently Asked Questions (FAQs)

Contents

- [Private Rented Property Licensing](#)
- [What is a PRPG?](#)
- [Application Form Frequently Asked Questions \(FAQs\)](#)
- [How much will it cost?](#)
- [Licence term](#)

#### Type of Application

##### Apply for a new licence

If you are applying for a licence for the first time or your licence has already expired or has been taken away (revoked) or refused by the council.

You will also need to apply for a new licence if there has been a change to the licence holder of a licence that is currently valid.

##### Manage an existing application

To continue completing an application that you have already started.

##### Renew your property licence

To renew a licence which is about to expire.

There is a guide that you can keep open that has the answers to any questions you may have.



# Property address

Question 1 of 6

## Create a new licence application

Address of the property to be licensed

Postcode

[Continue](#)

Question 1 of 6

## Create a new licence application

Address

[I can't find the address in the list](#)

[Continue](#)

## Create a new licence application

Property number and street name

Street name (Optional)

Town or city

Country

Postcode/Zip code

Your email address

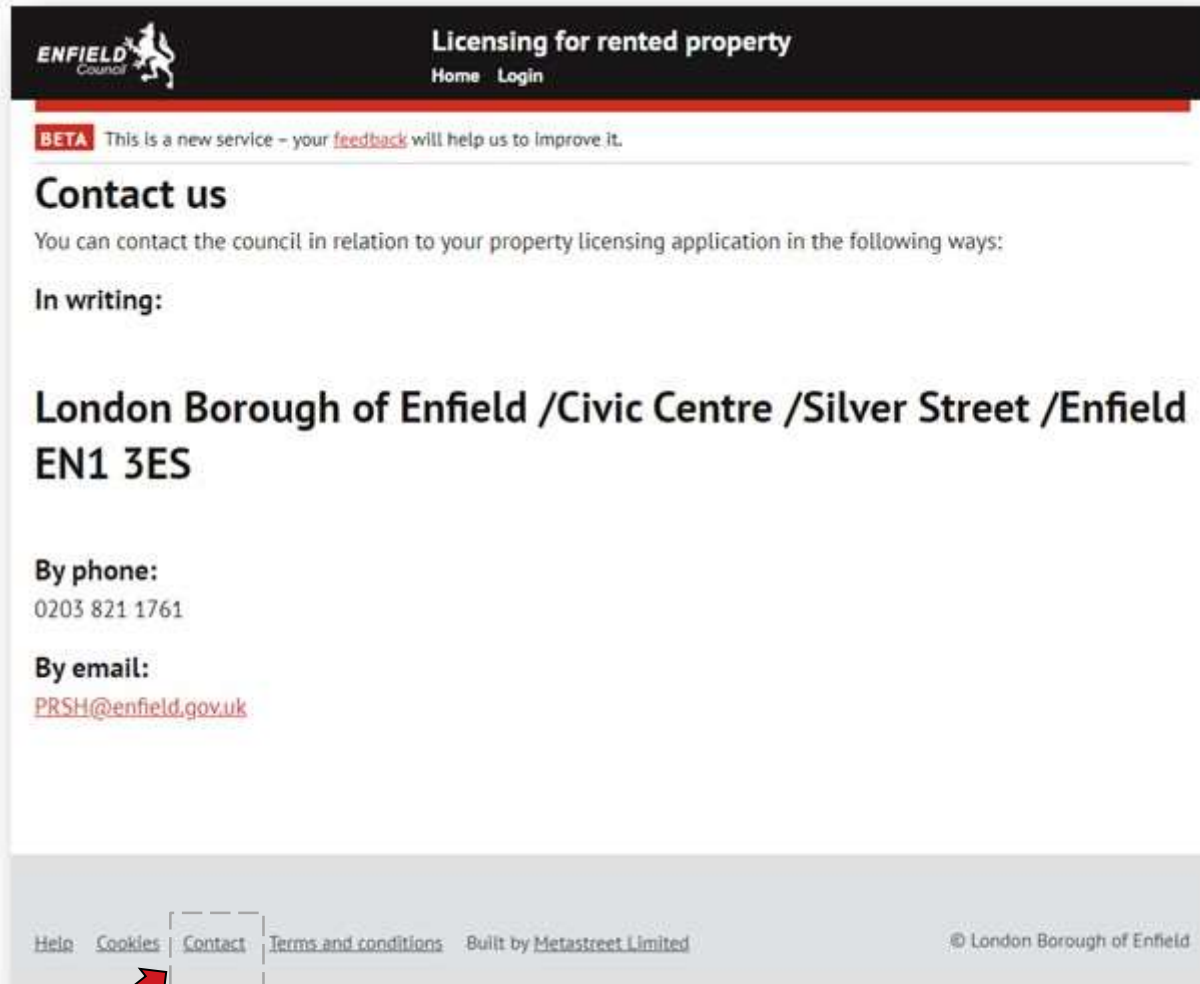
Fill in the form if you can't find your property



You may need to look for your property under a different name. For example, a ground floor flat might be listed as 1A and a first floor flat as 1B.

If you can't find your property in the list, check you have entered the postcode correctly. If it is still not listed, click on the link and provide the details in the form. Staff will investigate and get back to you..

# Contact details



**ENFIELD**  
Council

**Licensing for rented property**  
Home Login

**BETA** This is a new service – your [feedback](#) will help us to improve it.

## Contact us

You can contact the council in relation to your property licensing application in the following ways:

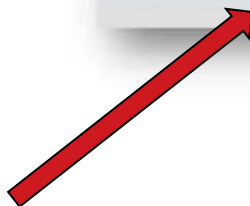
**In writing:**

**London Borough of Enfield /Civic Centre /Silver Street /Enfield  
EN1 3ES**

**By phone:**  
0203 821 1761

**By email:**  
[PRSH@enfield.gov.uk](mailto:PRSH@enfield.gov.uk)

Help Cookies **Contact** Terms and conditions Built by Metastreet Limited © London Borough of Enfield



# Licence holder details

Question 2 of 6  
**Create a new licence application**

What is your role in relation to the property?

Freeholder

Leaseholder

Managing agent

Mortgage provider

Other

[Continue](#)



Question 3 of 6  
**Create a new licence application**

Are you an organisation?

Yes

No

[Continue](#)

Question 4 of 6  
**Create a new licence application**

Your name(s)

Title (Optional)

First name(s)

Surname

Organisation name (optional)

[Continue](#)



The most appropriate person to be the licence holder is the owner of the property. Licences cannot be transferred from one name to another. If you have a managing agent, they can be the licence holder but if the contract is terminated, you will need to apply and pay for another licence.

# Interested parties

## Apply for a licence

Licence application reference: ENF-185020-1

### Address:

123 Test Lane, Enfield, E1 123 123

### 1. Add personal information

[Interested parties](#)

[Fit and proper test](#)

### 2. Prepare application

[Enter the details of the property to be licensed](#)

[Describe the rooms of the property to be licensed](#)

[Health and safety](#)

[Upload documents related to the property](#)

### Interested parties

In this section you will add details about ALL of the parties who have an interest in the property, and choose a licence holder.

**!** You must include information on all parties with an interest in the property, including but not limited to:

- Freeholder
- Leaseholder
- Managing agent

Interested party name and type

Joe Bloggs Freeholder [Change](#)

[+ Add another interested party](#)

[Finish adding interested parties](#)

[Save progress and return to the task list](#)



You must declare all interested parties, including your Mortgage Provider. If you have a direct contact for your Mortgage Company please give their details. The Council will write to all Interested Parties before granting a licence.

Confirmation 1 of 3

I confirm that my property doesn't have the following

- Leaseholder
- Managing agent
- Mortgage provider

[Continue](#)

If you don't have any interested parties you will be asked to confirm this in the declaration

# Interested parties

## Apply for a licence

Licence application reference: ENF-185020-1

Address:

123 Test Lane, Enfield, E1 123 123

### 1. Add personal information

[Interested parties](#)

[Fit and proper test](#)

### 2. Prepare application

[Enter the details of the property to be licensed](#)

[Describe the rooms of the property to be licensed](#)

[Health and safety](#)

[Upload documents related to the property](#)



## Apply for a licence

Licence application reference: ENF-185020-1

Address:

### 1. Add personal information

[Interested parties](#)

COMPLETED

[Fit and proper test](#)

The section will be marked 'COMPLETED' once you have added all the required information. However, you can still go back and amend any information by clicking on the link to the relevant section, right up until you submit the application.

# Fit and Proper Person

## Apply for a licence

Licence application reference: ENF-185020-1

### Address:

123 Test Lane, Enfield, E1 123 123

### 1. Add personal information

[Interested parties](#)

[Fit and proper test](#)

### 2. Prepare application

[Enter the details of the property to be licensed](#)

[Describe the rooms of the property to be licensed](#)

[Health and safety](#)

[Upload documents related to the property](#)

Start now >

### Before you start

If you would like more information, or help filling out this form, please check our [Property licensing guide](#).

Question 7 of 9

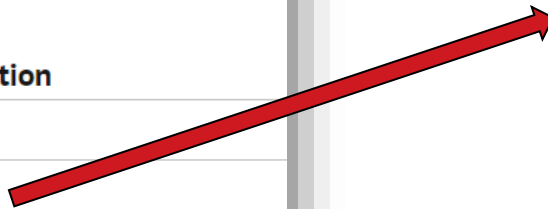
## Complete the fit and proper test

Are there funds to deal with uninsured damage/insurance and maintenance to the property?

Yes

No

Save and go to next question



There are nine questions that you must answer within this section. You can check your answers before you submit. If for any reason you won't meet the conditions or aren't 'Fit and Proper', you can nominate a third party to be the licence holder for you.

# Property details

## 1. Add personal information

[Interested parties](#)

COMPLETED

[Fit and proper test](#)

COMPLETED

## 2. Prepare application

[Enter the details of the property to be licensed](#)

[Describe the rooms of the property to be licensed](#)

[Health and safety](#)

[Upload documents related to the property](#)

You should select the type of licence you think you need and the system will validate your choice based on the information you provide. The number of people and households occupying the property are the determining factors for the type of licence you need.

Additional and Mandatory HMO licensing schemes are operating in the borough.

Question 1 of 7

## Enter the details of the property to be licensed

What type of licence are you applying for?

- Mandatory HMO licence
- Additional HMO licence
- Selective licence

### ▼ Licence type definition

- Mandatory - This applies to houses in multiple occupation (HMOs) occupied by five or more people, making up two or more households.
- Additional - This applies to all privately rented properties occupied by three or four people making up two or more households.
- Selective - This applies to all privately rented properties occupied by a single person, two people or single household.

How many people currently live in the property?

4

How many households currently live in the property?

2

### ▼ What is a household?

'Households' for the purposes of the Housing Act 2004 includes 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).
- Relatives living together, including parents, grandparents, children (and step-children), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins.
- 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.

Save and go to next question



It is a criminal offence to knowingly provide the wrong information in your application.

# Property details – which licence?



## Mandatory HMO Licensing

- ✓ Five or more unrelated people
- ✓ More than one household
- ✓ Share amenities such as kitchens or bathrooms.



## Additional HMO Licensing

- ✓ A borough-wide scheme
- ✓ In force from 1 September 2020
- ✓ Three or four unrelated people
- ✓ More than one household
- ✓ Under one or more tenancies
- ✓ Share amenities such as kitchens or bathrooms.
- ✓ Includes any HMO that falls out of Mandatory HMO licensing requirements.



The system will validate your choice based on the information you have provided.  
It is a criminal offence to knowingly provide the wrong information.



# Property details

## Apply for a licence

Licence application reference: ENF-185020-1

Address:   
123 Test Lane, Enfield, E1 123 123

### 1. Add personal information

[Interested parties](#) **COMPLETED**

[Fit and proper test](#) **COMPLETED**

### 2. Prepare application

[Enter the details of the property to be licensed](#) **COMPLETED**

[Describe the rooms of the property to be licensed](#)

[Health and safety](#)

[Upload documents related to the property](#)

You will be asked about the measurements of each room and its location in the property.

Room sizes should be on any plans from Estate Agents or you will need to measure these at the property.

## Rooms in the property

[+ Add a room](#)

[Save progress and return to the task list](#)

## Add a room

In this section you must add details about ALL of the rooms in your property.

You will need the room size in square metres (m<sup>2</sup>).

Room size (m<sup>2</sup>) = Length (metres) x Width (metres)

[Start now](#) >

[Save progress and return to the task list](#)

## Rooms in the property

### Room name and type

Bathroom / Shower room / Separate toilet	Ground rear	<a href="#">Change</a>   <a href="#">Remove</a>
Bedroom	Ground rear	<a href="#">Change</a>   <a href="#">Remove</a>
Bedroom	Ground rear	<a href="#">Change</a>   <a href="#">Remove</a>
Living room / Communal space	Ground front	<a href="#">Change</a>   <a href="#">Remove</a>
Kitchen / Open plan kitchen	Ground front	<a href="#">Change</a>   <a href="#">Remove</a>

[+ Add a room](#)

[Finish adding rooms](#)



# Health and Safety

## Apply for a licence

Licence application reference: ENF-185020-1

Address:

123 Test Lane, Enfield, E1 123 123

### 1. Add personal information

[Interested parties](#)

COMPLETED

[Fit and proper test](#)

COMPLETED

### 2. Prepare application

[Enter the details of the property to be licensed](#)

COMPLETED

[Describe the rooms of the property to be licensed](#)

COMPLETED

[Health and safety](#)

[Upload documents related to the property](#)

## Health and safety

In this section you will add details about fire precautions and other safety measures in the property.

[Start now](#)

[Back to task list](#)

## Is there a gas supply to the property?

Yes

No

If yes, do all gas appliances in the property to be licensed, meet the health and safety standards of relevant gas safety legislation and are tested annually?

Yes

No

[Finish](#)

You will need details of the fire precautions for the property, including fire doors, fire blankets and emergency lighting.

If the property has gas appliances you will need to supply a copy of the gas safety certificate in the next section.

# Upload documents related to the property

**1. Add personal information**

[Interested parties](#) **COMPLETED**

[Fit and proper test](#) **COMPLETED**

**2. Prepare application**

[Enter the details of the property to be licensed](#) **COMPLETED**

[Describe the rooms of the property to be licensed](#) **COMPLETED**

[Health and safety](#) **COMPLETED**

[Upload documents related to the property](#)

### Upload documents related to the property

The following documents are required:

- Fire safety certificate
- Electrical safety certificate
- Gas safety certificate
- Emergency lighting certificate
- Tenancy agreements
- Floor plans
- EPC
- Other
- Photograph (external photo of front of property)
- Photograph (external photo of rear of property)

**Start now** >

[Back to task list](#)

### Check your answers before continuing

Documents	Status	Action
Fire safety certificate	Missing	<a href="#">Change</a>
Electrical safety certificate	Missing	<a href="#">Change</a>
Gas safety certificate	Missing	<a href="#">Change</a>
Emergency lighting certificate	Missing	<a href="#">Change</a>
Tenancy agreements	Missing	<a href="#">Change</a>
Floor plans	Missing	<a href="#">Change</a>
EPC	Missing	<a href="#">Change</a>
Other	Missing	<a href="#">Change</a>
Photograph (external photo of front of property)	Missing	<a href="#">Change</a>
Photograph (external photo of rear of property)	Missing	<a href="#">Change</a>

**Save and return to task list**



Documents can be uploaded in all formats – you can even photograph a document and upload it. If any required documents are missing, you will be contacted and will have 14 days to email them to the Council.

# Legal declaration

It is important to read the declaration before you agree and authorise it.

## Read and sign declaration

If you would like more information, or help filling out this form, please check our [Property licensing guide](#)

**Please read the following declaration and check the boxes if you agree:**

- 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 understand action may be taken against me if I/we give incorrect or incomplete information.
- I/We authorise the Council to make any further enquiries that are necessary to confirm the information I/we have given. I/We confirm that the contact details provided on this form is true, complete and accurate for myself and any other interested party included on this form. Please note it is a criminal offence to knowingly supply information that is false or misleading for the purposes of obtaining, revoking or varying a licence. Under Section 238 of the Housing Act 2004, a person who commits an offence is liable on summary conviction to an unlimited fine. You may also be liable to prosecution for other offences under the Fraud Act 2006 etc.

# Submit and pay for the licence

## Property address

123 Test Lane, Enfield, E1 123

If you have more properties that you need to license, you should [create an application for another property](#).

We have determined that the licence type you require is:

**Additional HMO licence**

Application fee

**£900.00**

The fee for this licence will need to be paid in two parts:

1. Amount to pay now:  
**£550.00**

2. Amount to be paid once the council is ready to issue the licence:  
**£350.00**

The first part of the fee is payable now (**£550.00**). I/We agree to the council taking further payments up to a total of **£350.00** using the payment details provided.

If you are applying for a Selective licence please note that you will not be able to submit your application as London Borough of Enfield does not operate a Selective Licensing Scheme. No payment will be taken and your application details will be saved. Please contact the Council via the details at [URL to follow] if you would like further information on our Licensing Schemes

If you have multiple applications you should add them here and can pay for them in one payment at the end (up to eight in one go)

The system will determine which type of licence you need.

The fee is payable in two parts.

The first part when you submit your application and the second part when the licence is granted.

The second payment is authorised when you check this box. The payment will automatically be taken once the licence is granted.

# Paying for the licence

Only UK Maestro, VISA Debit, MasterCard Debit, Electron Debit, VISA and MasterCard credit cards are accepted.

Credit or debit card

Name on card

### Billing address

This is the address associated with the card

Country or territory

Building number or name and street

Address line 2 (optional)

Town or city

Postcode

### Total payable now

Amount: **£550.00**

## Application complete

Your application reference number is  
**ENF-185020-1**

We have sent you a confirmation email.

### What happens next

We've sent your application to London Borough of Enfield to be reviewed.

[Print this page](#)

# Managing and viewing the progress of your applications

## Manage your licence applications

Continue with an unfinished licence application, or view completed licence applications.

### Licence application list

► [Help with status definitions](#)

Address	Reference No	Status	Application type
<a href="#">123 Test Lane E1 123</a>	ENF-185020-1	Submitted	New

[Back to home page](#)

All your applications will be listed here



You can check on the status of your application(s) but cannot make any changes after they have been submitted.

# What happens next?

- We will arrange an inspection of the property
- In line with Government Covid-19 guidance, a risk assessment will be carried out before Officers attend
- You will be notified of the outcome of the inspection
- You must make any repairs / changes to the property as a result of the inspection
- Licence decision will be made
- Interested parties are informed and have time to make any representations
- Licence is granted and Part B payment is taken





# Q&A

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