

CONFIRMATION CHECKLIST FOR TWO (2) YEAR HMO LICENCE

Note: This form is to be completed by the proposed licence holder in all cases when applying for a two (2) year HMO licence. Version 6 (March 2026). A signed confirmation checklist is required per property and per renewal application.

Renewal application reference number: _____

By (Full name) _____

Made in connection with the application for a two (2) year licence for the House in Multiple Occupation known as:

(ADDRESS OF HMO) _____

I confirm:

Tick	Criteria
	I have completed a valid application when sent the first renewal reminder. A valid application consists of: 1) A renewal application form submitted, 2) Stage one fee payment and 3) Signed declaration returned (this is different to this checklist and was sent with your renewal reminder)
	I understand that Oxford City Council will check there are no fit and proper person concerns
	I understand that Oxford City Council will check that the property meets minimum standards and there are no carried forward conditions (minor new conditions permitted at officer discretion)
	I confirm that I have submitted all my safety certificates to Oxford City Council HMO Application team and they are current. I confirm the certificates give a continuous history and previous certificates can be submitted if necessary. "Safety certificates" means gas safety certificate (if installed), electrical safety certificate, smoke detector (alarm) / fire alarm test certificate or declaration and emergency lighting certificate (if installed)
	I understand that Oxford City Council will check there are no more than two justified service requests relating to the property
	I have an EPC with a minimum rating of E or a registered exemption and have provided the EPC / exemption to the Council.
	I confirm I have a suitable and sufficient fire risk assessment for the property which meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. The assessment is reviewed regularly, and I can provide a copy on demand. I understand that the Fire and Rescue Authority may also audit my fire risk assessment, and the Council's acceptance of this declaration does not protect or exempt me from any action taken by the Fire and Rescue Authority.
	I confirm the house meets the planning permission requirements – either an express change of use or certificate of lawful use has been granted or historic permitted developments apply. Note: 7 or more persons HMOs must have the express change of use or certificate of lawful use. Historic permitted development rights to do not apply in this case.
	I confirm all building work at the property requiring building control approval has been properly certified
	I confirm I will pay the stage two fee when requested by the Council
	I understand that Oxford City Council will carry out periodic audits of my property files and if necessary may conduct unscheduled visits to the property at any reasonable time, and if any issues are found my licence may be varied (to include reducing the licence length) or revoked
	I understand that I commit an offence if I supply any information to a Local Housing Authority in connection with any of their functions under Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am reckless as to whether it is false or misleading.
	I DECLARE that the information set out above is true and accurate in relation to my role as licence holder for the above property and that the information provided is correct to the best of my knowledge.

SIGNED: _____
LICENCE HOLDER

DATED: _____