

I am in the process of obtaining an HMO licence for my flat. As from December 2015 Camden now require landlords of properties where there are three or more people forming one household to obtain an HMO additional licence. It is a criminal offence to let without a licence and so there is no avoiding it.

For anyone who has to apply for a licence, I strongly advise that they read the application form guidance which is on the Council's website first. This sets out everything that is required for the form and it is advisable to collate all this information together before completing the application form itself online. I was not able to attach all of the pieces of information required to the online application (possibly due to my lack of IT skills!) but I sent these by post immediately after submitting the application and that seems to have worked. The only thing I found unclear in the guidance form was the calculation of the fee itself - it is a flat fee of £450 plus £45 for each bedroom. However the Council soon contacted me and I paid the additional fee required over the phone. The Council do require a measured plan of the property. As the flats are purpose built and not conversions, this is relatively straightforward and I was able to measure up and draw a rough plan before copying this over on to squared paper following the guidelines set out in the guidance note.

After about 6 weeks, an environmental health officer from the Council contacted me to arrange an appointment for an inspection. It is advisable to be in attendance at the inspection to discuss any points the officer raises. The environmental health officer was very helpful and emailed me the following day with the terms of the draft licence showing the schedule of works which were required to be carried out - there are different time limits on the works depending on their nature. I was supposed to receive the licence within 6 weeks but it is now some two months later and I haven't heard anything further but I believe they do have a lot of work on.

I hope that this is of some help to anyone else who need to get an additional licence but thankfully, the guidance note from the Council does set out the procedure clearly.