

What you, as a Management Agent or proposed licence holder can do now

Landlord Licensing – affecting the Whitechapel, Weavers, Spitalfields and Banglatown area

To enable a licence application to be made to the Council from the 1st October 2016 - you will require the following information for each property that requires a licence.

We advise you to consider collecting the following information before you start the application process.

- Full postal address of the property that will require a licence
- Determine who the licence holder will be – an individual or company
- Determine who will be the manager of the property
- know the property design i.e. number of floors, construction, age, property type
- Details of freeholder/leaseholder
- Details of rent collector
- Mortgage holder and Account Number, if relevant
- Position and number of smoke detectors
- If solid fuel burners provided, position of Carbon Monoxide detectors
- Previous convictions of the proposed licence holder
- Previous convictions of manager
- Previous convictions of associates of the licence holder and manager
- Details of who carries out repairs
- Number of rooms and amenities
- Any relevant fire safety certificates for fire alarms/ emergency lighting
- Confirmation that any soft furnishings comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)
- Annual Gas Safety certificate
- Confirmation that any electrical appliances are safe and fixed installation certificate of safety
- Any other rented property licensed to the proposed licence holder

If you require any further information please contact Environmental Health and Trading Standards Service on by email - housinglicensing@towerhamlets.gov.uk or go to www.towerhamlets.gov.uk/selectivelicensing