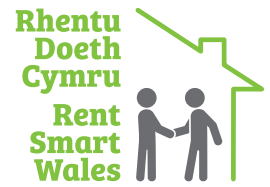


Application Form

Landlord licence



Please read the following instructions first:

Before completing this form, review the guidance available in section 7. An asterisk (*) next to a question indicates that guidance is available. This form is to be used to become licensed as a landlord under the Housing (Wales) Act 2014. If you manage property on behalf of another landlord you will need to apply for an agent licence instead.

1. Landlord Details

Are you applying as*

- Individual landlord (go to section 1.1)
- A corporate body (go to section 1.2)
- A charity (go to section 1.2)
- A trust (go to section 1.2)

Has this entity registered?

Yes No

If yes, please provide the registration number (found on registration document)

#RN-

1.1 Individual details

Name

Title

First name

Middle name(s)

Surname

Other name(s) by which you have been known

Date of birth

(DD/MM/YYYY)

Correspondence address

Postcode

Telephone number

Email

Please supply one of the following

Driving licence number

National Insurance number

Passport number

Section 1.2 – Corporate Body, Trust, Charity

Complete this section if the landlord of the rental(s) is a registered corporate body or LLP, registered charity or part of a trust.

Details of person completing this form

Title	First name	Middle name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Date of birth (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	
Role (job title)	<input type="text"/>	

Organisation name

Company registration number*

Correspondence address

<input type="text"/>	Postcode
<input type="text"/>	<input type="text"/>

Registered or principal office address the same

Same as correspondence address? Yes No
If no, enter address below.

<input type="text"/>	Postcode
<input type="text"/>	<input type="text"/>

Contact number

Contact email address

Section 2 - Training

Training is an integral part of your licence application. You must demonstrate that you and any employees have undertaken approved Rent Smart Wales training before submitting an application. See section 7 guidance. Without this evidence for **every** employee, your application cannot be processed.

I as the applicant have:

i) Completed training directly through Rent Smart Wales (this will be added to your application automatically)

and/or:

ii) Completed training through an external training provider and have attached evidence

Which of the following *training options did you complete?

First-time licence training Re-licensing training

CPD for renewal

How many staff* (or Trust members) conduct letting and management activities at rental properties you are the landlord of in Wales?

If you have no employees, go to section 4.

Employee 1

Additional sheets are available at the end of this form

Title First name Middle name(s)

Surname Date of birth (dd/mm/yyyy) Role (job title)

Language preference Welsh English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? Yes No

If yes which training option has been completed?*

- First-time licence training
- Re-licensing training
- CPD for renewal

If no, evidence* of approved training is required with this application form.

Employee 2

Title First name Middle name(s)

Surname Date of birth (dd/mm/yyyy) Role (job title)

Language preference Welsh English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? Yes No

If yes which training option has been completed?*

- First-time licence training
- Re-licensing training
- CPD for renewal

If no, evidence* of approved training is required with this application form.

Employee 3

Title First name Middle name(s)

Surname Date of birth (dd/mm/yyyy) Role (job title)

Language preference Welsh English

Has this person completed approved training or booked on to approved training directly with Rent Smart Wales? Yes No

If yes which training option has been completed?*

- First-time licence training
- Re-licensing training
- CPD for renewal

If no, evidence* of approved training is required with this application form.

Section 3 - Additional information

How did you hear about the requirement to register?

- | | |
|---|---|
| <input type="checkbox"/> Local authority | <input type="checkbox"/> Search engine |
| <input type="checkbox"/> Friend / colleague | <input type="checkbox"/> Direct contact from Rent Smart Wales |
| <input type="checkbox"/> Landlord association | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Landlord forum / event | <input type="checkbox"/> Letting / managing agent |
| <input type="checkbox"/> Other (please specify) | |

Section 4 - Payment

I am applying for:

- A licence for the first time:** Cost: £223.00
- Licence Renewal and qualify for the early bird discounted rate**
(42 days or more before your licence is due to expire): Cost: £200.70
- Licence Renewal at the standard rate:** Cost: £223.00

You may also have the option of paying for your licence in two parts. See section 7 guidance for more information.

Payment type Cheque enclosed made payable to Rent Smart Wales

Cheque amount

Debit/credit card (Visa, MasterCard or Maestro)

If you select this option you can scan your application and training certificates directly to rentsmartwales@cardiff.gov.uk. We will contact you when we are processing your application. Please provide the best contact time and number. **Please do not provide card details here.**

1. Declaration of fitness and propriety

Before the licensing authority can grant a licence, it must determine whether the applicant is a fit and proper person as defined in section 20 of the Housing (Wales) Act 2014.

For this purpose, you must declare if any of the following apply to you, or anyone associated or formerly associated with you (whether on a personal, work or other basis relevant).

(a) committed any offence involving:

- i. fraud or other dishonesty,
- ii. violence, firearms or drugs
- iii. any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements),

(b) practised unlawful discrimination or harassment on the grounds of any characteristic which is a protected characteristic under section 4 of the Equality Act 2010, or victimised another person contrary to that Act, in or in connection with the carrying on of any business

(c) contravened any provision of the law relating to housing or landlord and tenant such as:

- i. Unlawfully evicted a tenant
- ii. Been refused a House in Multiple Occupation licence or selective licence under the Housing Act 2004
- iii. Had a licence revoked for breach of any conditions under the Housing Act 2004
- iv. Been subject to a Management Order under the Housing Act 2004
- v. Failed to comply with a Housing Notice (requiring works) served by a local authority
- vi. Been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004.

I confirm none of the above apply to me, or anyone associated or formerly associated with me (whether on a personal, work or other basis)

If any of the above apply, you are required to provide relevant supporting information below to explain why. The information provided will be assessed by Rent Smart Wales. Issues highlighted will not necessarily prevent you from being licensed; evidence is assessed on a case by case basis. If you have unspent convictions please provide a data barring service certificate (dated within the last month) with your application.

Rent Smart Wales reserves the right to ask you for further information to assess your application, and the right to gather additional information including criminal history from regulatory bodies such as local authorities and the police when appropriate. Information gathered in this way may be taken into account when determining a licence application.

Note that spent convictions do not regularly need to be declared in line with the Rehabilitation of Offenders Act 1974. However, certain spent convictions may need to be declared upon request, as outlined in the Rent Smart Wales Collection and Use of Conviction Information Guidance, available on the website or on request. The licensing authority will consider spent convictions where they are relevant to letting and management of properties in Wales.

When providing offence details, please specify the court and the date of the conviction.

2. Declaration of truth

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 the licensing authority in connection with any of its functions under Part 1 of the Housing (Wales) Act 2014 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.

3. Data processing and sharing

By submitting this form you are accepting the Data Processing Notice which can be read in the guidance section. It is important that you read this notice as it details why we collect your personal data, how it will be used and who it could be shared with.

I accept the Data Processing Notice

The local authorities in Wales and Rent Smart Wales partners want to connect with landlords and agents to keep them informed about local relevant information (forum events, potential tenants, funding opportunities, etc.)

Yes, keep me informed - you can unsubscribe at any time by contacting Rent Smart Wales

Statement of agreement to the above declarations and data processing notice

This form must be signed by the individual landlord named in section 1.1 or a company director, lead trustee or senior person within the charity of the landlord in section 1.2. Without such a signature it will not be considered a complete application and will be returned to you. This will cause a delay in your licence application.

Please return this form to: **Rent Smart Wales, PO Box 1106, Cardiff, CF11 1UA**

Be Aware: This application cannot be processed without your agreement to declarations 1 and 2 and the Data Processing Notice. This form must be filled in in full, signed, dated and the fee payment option selected or enclosed for it to be accepted as a valid registration. Contact Rent Smart Wales on 03000 133344 for assistance.

Please note: failure to do so will cause a delay in processing and you may be operating illegally.

Signed

Date

Section 6 - Equal Opportunities

Rent Smart Wales wants to make sure that its services are accessible to everyone. We therefore ask you to answer the following questions so we can be sure our service is delivered fairly.

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. By choosing to answer them you are helping us to ensure everyone using our service is treated equally. Any information provided will be treated in confidence.

Gender

Male Female Male to Female Female to Male Prefer not to say

What is your age?

Under 16 16-24 25-34 35-44
45-54 55-64 65+ Prefer not to say

Disability

Identifying as a disabled person can include people with hearing or sight impairments, people with mental health difficulties or learning disabilities, people with mobility impairments, or those who have long-term health conditions, for example: depression, diabetes, asthma, multiple sclerosis, HIV or cancer.

Do you identify as a disabled Yes (please select) No Prefer not to say

Deaf / Deafened /
Hard of hearing

Mobility impairment

Long standing illness or
health condition

Wheelchair user

Learning impairment
/ difficulties

Visual impairment

Mental Health difficulties

Prefer not to say

Other (please specify below)

Sexual Orientation (Only answer this question if you are over the age of 16)

Gay Man Gay Woman / Lesbian Heterosexual
Bisexual Prefer not to say Other (please specify below)

Religious Belief / Non-Belief

Do you regard yourself as belonging to any particular religion?

Yes (please select)

No, no religion

Christian

Buddhist

Hindu

Prefer not to say

Muslim

Sikh

Jewish

Other (please specify below)

Language Skills

English

Welsh

Prefer not to say

Other (please specify)

What is your current Marital or Civil Partnership Status (Only answer this question if you are over the age of 16)

Single

Married

Registered Civil Partnership

Prefer not to say

Other (please specify)

Ethnic Monitoring

Do you consider yourself to be Welsh?

Yes

No

Prefer not to say

White

Welsh / English / Scottish
Northern Irish / British

Irish

Other White background
(please specify)

Mixed / Multiple
Ethnic Groups

White & Black
Caribbean

White & Black
African

White &
Asian

Other Mixed/Multiple
ethnic background

Asian / Asian
British

Indian

Pakistani

Bangladeshi

Chinese

Other Asian
background
(please specify)

Black / African /
Caribbean /
Black British

African

Caribbean

Other Black / African / Caribbean background
(please specify)

Other Ethnicity

Arab

Czech

Gypsy/Irish Traveller

Japanese

Polish

Yemeni

Other background (please specify)

Pregnancy and Maternity

Are you pregnant, or have you given birth within the last 26 weeks?

Pregnant

Given birth

No

Prefer not to say

Thank you for taking the time to complete the Rent Smart Wales Monitoring Form

End of form

Section 7 - Guidance

Page 1

Applying as a company, charity or trust	If you are applying on behalf of a formal entity, such as a company, charity or trust, you must ensure that the person completing the form has significant responsibility for the entity. A company director should complete the form on behalf of a corporate body, a lead trustee if applying as a trust and a senior member of the charity if applying as a charity.
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Page 2

Company registration number	This would be the registration number of the company. For a Corporate Body this is the registration number given by Companies House and for a charity, this is the registration number issued by The Charity Commission.
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Page 3

Staff / connected persons	<p>The licensing legislation requires all 'connected persons' of a landlord applicant to be trained for the applicant to be licensed. The definition of a connected person in the legislation is:</p> <p>a person doing things under a contract of service or apprenticeship with an applicant for a licence where the applicant for a licence is the landlord and the person does any of the things listed in:</p> <ul style="list-style-type: none">i) section 6(2) (requirement for landlords to be licensed to carry out lettings activities) of the Act; andii) section 7(2) (requirement for landlords to be licensed to carry out property management activities) of the Act <p>Generally speaking a person under a contract of service is a staff member who you pay a salary to or who is an 'employee' for payroll purposes. People you pay for the services they provide (e.g. contractors) or people you instruct to act on your behalf are not counted as 'connected persons' and they do not have to be trained in order for you to obtain a licence.</p>
Training options and evidence	<p>An applicant and all relevant connected persons must undertake approved training either delivered by Rent Smart Wales directly or through an authorised provider.</p> <p>If you have completed training with an authorised provider, you should enclose the certificates as part of your application submission.</p> <p>The requirements for training differ, depending on whether you have completed a first time licence course in the past. If not, the person needs to complete Landlord Licence Training.</p> <p>If yes, the person can either:</p> <ul style="list-style-type: none">1) repeat the first-time Landlord/Agent Licence Training (complete course) - within 1 year before submitting a renewal application; OR2) complete Re-licensing training (complete course) - within a year of application submission; OR3) complete Continued Professional Development (CPD) training modules over the 5 year period prior to licence application submission (60 points are needed for a landlord licence)

Licence fees

The licence fee required with your application varies depending on your circumstance. If you are applying for your initial Rent Smart Wales licence, or you are renewing an existing licence less than 42 days before its expiry, your licence application fee is £223. If you are renewing your existing Rent Smart Wales licence 42 days or more before the expiry of your licence, your licence application fee is £200.70.

Split fees: It is also possible to split your licence application fee in two parts. Payment one is due prior to submission, and payment two is required when the licence has been processed and is ready to be granted. This option will incur an additional administration fee of £39.

For a **new licence or renewing a licence less than 42 days before expiry** part one payment is £196 and part two is £66.

If you are applying to **renew your licence early (42 days or more before expiry)** part one payment is £180 and part two is £59.70.

To view the Fee Policy visit rentsmart.gov.wales/feepolicy/

Data processing notice

A full copy of Rent Smart Wales Data Processing Notice is available at rentsmart.gov.wales/en/privacy-policy/ or can be provided upon request.

Why personal data is collected and stored as part of Rent Smart Wales: In order to meet the obligations of Part 1 of the Housing (Wales) Act 2014, the Licensing Authority is required to develop and maintain a system that allows for the collection of information.

How we will use your personal data: Rent Smart Wales may process personal data to fulfil its obligations under the Housing (Wales) Act 2014, and this can include the processing of personal data for a number of purposes including the following purposes:

- a) To make contact
- b) To issue a landlord with a registration; to grant a landlord a licence, or an agent a licence
- c) To make an assessment on the fitness and propriety of an applicant as per the licence requirements set out in the Housing (Wales) Act 2014
- d) For the purposes of enforcing non-compliance with the Housing (Wales) Act 2014
- e) For the purposes of ensuring and monitoring continued compliance with the Housing (Wales) Act 2014 including licence conditions
- f) For the purposes of ensuring and monitoring continued compliance with the Code of Practice
- g) To display (to members of the public who search the Register) if a landlord is registered; and if the landlord or agent (or both) identified as undertaking letting or management tasks at the property is licensed

A full list of purposes is available at rentsmart.gov.wales/en/privacy-policy/ or can be provided upon request.