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|  | Application for SnugPlease return the completed form, along with the required documents to:snug@sheffield.gov.uk or**Private Housing Standards**PO Box 5967SheffieldS2 9GHIf you have any questions please refer to the Snug application guidance notes or contact snug@sheffield.gov.uk  |
| **Address of Property** | **Post Code** | **Number of****Bedrooms** | **HMO Licence****(Y/N)** |
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| We require you to pay your Snug application fee and supply all documents before we issue Snug certification.Fee information can be found at www.sheffield.gov.uk/snug | Snug logo | logo reduced |
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| Details of Interested Parties |
| 1. | **The Licence Holder (usually the owner of the property)** |
| Name: |  |
| Company: |  |
| Date of Birth: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Is the Licence Holder also the manager? | Yes |  | No |  |  |
| 2. | **The Manager** |
| Name: |  |
| Company: |  |
| Date of Birth: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| 3. | **Details of other interested parties** |
| Name: |  |
| Company: |  |
| Date of Birth: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Nature of Interest: |  |
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| 4. | **Suitable Management arrangements** |
| Where the proposed licence holder is based more than two hours away from the property, and there is no managing agent in place, we need to be sure that satisfactory management arrangements are in place. Please provide answers to the following where relevant: |
| 1. What would you do if there was an emergency at the property such as a severe water leak? |
| 2. What advice would the tenants be given in such an event? |
| 3. Does anyone hold keys locally? |
| 4. What are your arrangements for when you are unavailable for extended periods of time? |
| 5. How would you deal with anti-social behaviour at the property? |
| 5. | **Occupancy:** |
| Is the property let only to students? | Yes |  | No |  |
| If no please provide details: |
| 6. | **Tenancy Deposits:** |
| Do you take deposits from your tenants? | Yes |  | No |  |
| If yes please state which Tenancy Deposit Scheme you use: |
| 7. | **Tenancy Agreement:** |
| Do you use the same tenancy agreement at all of your properties? | Yes |  | No |  |
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| 8. | **Fit and Proper Person Test – To be completed by all Licence Holders and Managers****Mark with “X” as appropriate. Further sheets can be provided upon request by contacting** **snug@sheffield.gov.uk** **or by calling 0114 2734680****Please note: The council may carry out the necessary legal checks on applicants** |
| a. | Do you have any unspent convictions that may be relevant to your fitness to manage the property, and in particular, any such convictions in respect of any offence involving fraud or other dishonesty, or violence or drugs or any offence listed in Schedule 3 of the Sexual Offences Act 2003(a)? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No  |  |
| b. | Has there been any finding by a court or tribunal that you have practiced unlawful discrimination on grounds of sex, colour, race ethnic or national origin, or disability in or in connection with, the carrying of any business? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No |  |
| c. | Has there been any contravention of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against you? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No |  |
| d. | Do you have any information about any property that the proposed licence holder or manager owns or manages or has owned or managed which has been the subject of a control order under section 379 of the Housing Act 1985 in the five years proceeding this application, or any appropriate enforcement as detailed in Section 5 of the Housing Act 2004? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No |  |
| e. | Do you have information about any property that the proposed licence holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the licence holder breaching the conditions of their licence? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No |  |
| f. | Do you have any information about any property the proposed licence holder or manager owns or manages or has owned or managed that has been the subject of an interim or final management order under the Housing Act 2004? |
| **Licence Holder** | Yes |  | No |  | **Manager** | Yes |  | No |  |
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| 9. | If you have answered yes to any of the above (8a – 8f) please provide details below or on the additional information page on the rear of this application form. |
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| 10. | **I declare that to the best of my knowledge and belief, all of the information in this application is true.** |
| **Licence Holder** | **Manager** |
| Name: |  | Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |
| 11. | Enclosures |
| The following will need to be provided as part of the application, please indicate with an “X” if supplied. **Please note** – If you have already provided valid certificates for the purposes of HMO licensing, then you do not need to provide them again.Failure to supply the information where required will result in the Snug application being rejected. |
| Gas Safe registered commissioning and annual Gas Safe inspection certificates  |
| Yes  |  | No  |  | N/A  |  |
| Payment Receipt (Not required for licenced HMOs) |
| Yes |  | No |  | N/A |  |
| Electrical Safety Certificate |
| Yes |  | No |  |  |
| Energy Performance Certificate |
| Yes |  | No |  |  |
| Tenancy Agreement |
| Yes |  | No |  |  |
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|  | **Privacy Policy** |
| We will use the information provided by you for the processing of licence applications and compliance of such licences whilst they remain in force. The basis under which the council uses personal data for this purpose is under parts 1 to 4 of the Housing Act 2004. This is necessary for the performance of a task carried out in the public interest by the council or in the exercise of official authority vested in the Council by the Housing Act 2004 and other associated legislation.As part of our duty under the Housing Act 2004 we mare share and/or check your information with other agencies: for example , the Police, Fire and Rescue Service, Office of Fair Trading, other local authorities and other relevant departments within the Council, such as Planning, Council Tax, Revenues and Benefit and Debtors. For more detailed information regarding our privacy notice please go to: <https://www.sheffield.gov.uk/content/sheffield/utilities/footer-links/privicy-notice.html>The information provided by you includes the usual personal data needed for an application: name, address, contact details, date of birth etc, as well as the following special categories of personal data: criminal convictions and DBS. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of General Data Protection Regulation and the Data Protection Act 2018.You are not obliged by contract or statute to provide the information: however, if you wish to apply for a licence you will need to supply this information. The information that you have provided will be kept for the duration of the licence and 7 years after the expiry date of the licence. If the licence is refused it will be kept for 7 years after the date of the licence refusal.The information that you have provided by you may also be used for the purpose of any other function carried out by the council.The Data Controller is Sheffield City Council, 1 Pinstone Street, Sheffield S1 2HH.The Councils Data Protection officer can be contacted at dataprotectionofficer@sheffeild.gov.uk. The new data protection law known as the General Data Protection Regulation provides for the following rights as prescribed by legislation:* A right to request a copy of your information.
* A right to request rectification of inaccurate personal data.
* A right to request erasure of your data known as “the right to be forgotten”.
* A right to in certain circumstances to request restriction of processing.
* A right in certain circumstances to request portability of your data to another provider.
* A right to object to processing of data in certain circumstances.
* A right regarding automated decision making including profiling.

Please note that if you are unhappy with a decision regarding handling of your data you can contact the Council’s Data Protection Officer or you can contact the Information Commissioner’s Office, the regulator responsible for information rights, at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF and also see the Information Commissioners website [www.ico.org.uk](http://www.ico.org.uk)For more information about these rights please refer to our detailed privacy statement at<https://www.sheffield.gov.uk/content/sheffield/utilities/footer-links/privicy-notice.html>.  |
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