

## CHECKLIST FOR LICENSING APPLICATION

Before returning your application form and accompanying documents to the council, please use the following checklist to ensure that you have provided everything that is required.

ITEM	PROVIDED	NOT PROVIDED	NOT APPLICABLE
Fully completed application form, with no sections left blank and including signatures of all relevant persons in the appropriate sections.			
The appropriate licence fee. Cheques to be made payable to Southampton City Council. Note: payment may also be made by credit card or cash at the Cash Office in person, or by telephone. Please specify payment method used.			
Current and <b>original</b> (i.e no copies) Landlord's Gas Safety Record, dated within the last 12 months.			
Current and <b>original</b> (i.e no copies) NICEIC (or equivalent) electrical periodic inspection certificate compliant with part "P" of the Building Regulations 2000, dated within the last 5 years.			
Current and original (i.e no copies) Fire Alarm installation certificate compliant with part "P" of the Building Regulations 2000			
Current and original (i.e no copies) Emergency lighting certificate compliant with part "P" of the Building Regulations 2000.			
Copies of any approvals, planning permissions or certificates in relation to building or conversion works carried out since 1990.			

A list of items which are optional to submit with your application is provided overleaf:

Optional items:

<b>ITEM</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>
A layout plan of the property showing each storey, use of rooms, room sizes (metric), numbered rooms, windows, fire precautions/fire alarms, sloping ceilings.		
Proof of suitable management arrangements.		
Copy of your Fire Risk Assessment.		