Application form
Landlord licence

Rhentu Doeth Cymru
Rent Smart Wales

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.

Section 1 - Landlord Details	
Are you applying for	☐ A first licence ☐ Licence renewal
Are you applying as*	☐ An 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-

Section 1.1 - Individual details	
Your full legal 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 ☐
Language preference	Correspondence: ☐ English ☐ Welsh ☐ Bilingual — Spoken: ☐ English ☐ Welsh

Section 1.2 – Corporate Body, Trust, Charity

A ***principal user** should complete this section if the landlord of the rental(s) is a registered corporate body or Limited Liability Partnership (LLP), registered charity, or part of a trust.

Details of person completing this form	Title First name Middle name(s) Surname Date of birth (DD/MM/YYYY) Role (job title)
Organisation name	
Company registration number*	
Correspondence address	Postcode
Registered or principal office address	Same as correspondence address? Yes ☐ No ☐ If no, enter address below. Postcode
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. Without this evidence for **every** employee, your application cannot be processed. There are additional requirements for corporate bodies and trusts. See section 7 guidance.

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 3.

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 completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

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 completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

Section 3 - Hear about us

How did you hear about the requirement to obtain a licence?

- ☐ Local authority
- ☐ Search engine
- ☐ Friend / colleague
- ☐ Direct contact from Rent Smart Wales
- ☐ Landlord association
- ☐ Social media
- ☐ Landlord forum / event
- ☐ Letting / managing agent
- ☐ Other (please specify)

Section 4 - Payment

The licence fee required with your application varies depending on your circumstance. To understand the fee structure, see section 7 guidance.

I am applying for:

- ☐ **A licence for the first time:** Cost: £327.00
- ☐ **Licence renewal and qualify for the early bird discounted rate** (42 days or more before your licence is due to expire): Cost: £302.00
- ☐ **Licence renewal at the standard rate**: Cost: £327.00

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

Fee payable

Payment type

- ☐ Cheque enclosed made payable to Rent Smart Wales
- ☐ Debit/credit card (Visa, MasterCard or Maestro)

  If you select this option you can scan and send 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.

Section 5 - Declarations

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 other 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. 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

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.

4. Data sharing

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 (contract-holders), 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

Be Aware: This application cannot be processed without your agreement to declarations 1 and 2. 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 application. Contact Rent Smart Wales on 03000 133344 for assistance.

Failure to do so will cause a delay in processing and you may be operating illegally.

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.

Signed _____ **Date** _____

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

Processing your application

Upon receipt, it can take up to 8 weeks to process a complete and valid application. We will contact you if further information is required. Please note: during this time you will continue to receive automated reminders if your licence application is due for renewal.

Final Check: Have you completed all sections for the form and enclosed

- ☐ Training certificates for you and your employees, if completed with a private authorised provider
- ☐ Data barring certificate (if applicable)
- ☐ Cheque with correct fee or appropriate contact details provided

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 (please specify) ☐
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 application form

Section 7 - Guidance

To support 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.

To support page 2

Principal user

As part of your application, you must designate a user as a 'principal user'. It is important that this user is a director or lead trustee, as this user will have authorisation to allow them to amend the licence application. You must provide all details required for this user and the user must be suitably trained to be connected to the application.

Rent Smart Wales can only discuss account specific matters with a 'principal user'. You may therefore decide to designate multiple principals.

The principal person must be someone with the authority to confirm that both they, and anyone else connected or associated with the business, do not have matters to declare in the Fitness and Propriety declaration, such as relevant convictions.

The principal person will be responsible for administering the account, therefore should the principal person leave the business, they must first designate a new principal person(s) to maintain control of the licence application.

Company registration number

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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Staff / connected persons

If an individual or company applying for a licence has employees (defined as 'connected persons in the legislation) whose work involves doing letting and management work at rental properties in Wales, they must be declared on the licence application by the applicant and they must all complete landlord training in order for the applicant to obtain a licence.

The full definition of a connected person is provided in Section 2 of the Regulation of Private Rented Housing (Training Requirements)(Wales) Regulations 2015.

Generally speaking this 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) are not counted as 'connected persons' and they do not have to be trained in order for you as an landlord to obtain a licence.

Training options and evidence

An applicant and all relevant connected persons must undertake approved training either delivered by Rent Smart Wales directly or through an authorised provider. If you have completed training with an authorised provider, you should enclose the certificates as part of your application submission.

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.

If yes, the person can either:

1) repeat the first-time **Landlord/Agent Licence Training** - within 1 year before submitting a renewal application; OR

2) complete **Re-licensing Training** - within 1 year before submitting a renewal application; OR

3) 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)

If you are applying as a corporate body, or trust, you must ensure you have a suitably trained director, or lead trustee, connected to your application.

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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 £327.00. 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 £302.00.

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 £48.00.

For a **new licence or renewing a licence less than 42 days before expiry** part one payment is £234.00 and part two is £141.00.

If you are applying to **renew your licence early (42 days or more before expiry)** part one payment is £218.00 and part two is £132.00.

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.

What personal data we hold and how we obtain it: The types of personal data held and processed by Rent Smart Wales may include:

- Contact details including name, address, telephone numbers, and email address
- Identifying details, including date of birth, National Insurance number, passport number, driving licence number
- Information about convictions

There is also a voluntary monitoring form to ensure that Rent Smart Wales is making sure that its service is accessible to everyone. This contains additional questions that provide further personal data, however this information is only processed anonymously for statistical and reference purposes.

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:

- To make contact
- To issue a landlord with a registration; to grant a landlord a licence, or an agent a licence
- 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
- For the purposes of enforcing non-compliance with the Housing (Wales) Act 2014
- For the purposes of ensuring and monitoring continued compliance with the Housing (Wales) Act 2014 including licence conditions
- For the purposes of ensuring and monitoring continued compliance with the Code of Practice
- 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
- To facilitate the delivery of training courses
- To process financial transactions for payments made for registration, licensing and training costs
- To assist Local Authorities and the Licensing Authority to carry out their legal duties under the Housing (Wales) Act 2014
- For statistical and reference purposes
- To address queries and respond to any actual or potential disputes.
- In rare cases or exceptional circumstances Rent Smart Wales may use the Rental Property addresses to correspond directly with tenants (contract-holders) for purposes outside of the Housing (Wales) Act 2014 when required.

Please be aware that Rent Smart Wales works in partnership with the 22 Local Authorities in Wales to fulfil its functions under the Act, and therefore information held by Rent Smart Wales will be accessible by the Local Authorities. In addition, Local Authorities may share relevant information they hold with Rent Smart Wales to help determine whether an applicant is fit and proper to act as a licensed landlord or licensed agent.

Organisations we may share your personal data with: Your information will only be used for the purposes of the Rent Smart Wales Scheme, however on occasions Rent Smart Wales may also share personal data with other organisations. A full list can be obtained on our website.

How long we keep your personal data: Information collected by Rent Smart Wales will not be kept for any longer than necessary. The Rent Smart Wales retention period is 6 + 1 years after licence and/or registration expires. Following the end of this period, the information collected will be securely destroyed.

Who is the Data Controller for Rent Smart Wales: Rent Smart Wales is operated by Cardiff Council. Cardiff Council is therefore the Data Controller in respect of any personal data provided for these purposes. All information provided will be treated in confidence and processed in accordance with the Data Protection Act 2018 at all times. For further information on the Council's data protection requirements please contact the Data Protection Officer, by email on: dataprotection@cardiff.gov.uk.

Your Rights: You are entitled to exercise your individual rights, including access to information, correcting inaccurate information or objecting to the processing of your personal data. For more information on your rights, visit cardiff.gov.uk/dataprotection.

Additional Sheets: Training Details

Employee

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 completed via an authorised training provider, evidence* is required with this form.

If yet to complete, which training do they intend to do and when do they expect to complete it by?

Date

Employee

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

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Date