

Application to Vary a Licence for a House in Multiple Occupation (HMO)

Please use the accompanying notes when completing this form.

If you are varying the licence for more than one house in multiple occupation you will need to complete a separate application form for each property. Please fill in the form using BLOCK CAPITALS and black ink. If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to and attach the sheets to the application form.

Fee

Receipt number

Address of property with licence to be varied

	Postcode
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Current licence number:

Current licence expires on:

PART 1 – Applicant details – see note 1

First name(s)

Family name

Address

Postcode

Contact numbers Home Work

Mobile Fax

Email address Date of birth

What is your interest in the property?

PART 2 – Manager details – see note 2

Has an agent or individual been employed to manage the property?

Yes – please go to 2.2

No – please go to 2.1

2.1 If **no**, please provide the name, address and telephone number of the person who is responsible for the management of the property

Name

Telephone number

Address

	Postcode
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2.2 If **yes**, is the manager: (please tick appropriate box)

Individual Company Partnership Trustee

Other (please specify)

Full name of manager (if a company, please give full company name)

Address (if a company, please give registered office address)

	Postcode
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Contact numbers

Home

Work

Mobile

Fax

Email address

Date of birth

Is the manager a member of a regulatory body?

Yes – please state which regulatory body

No

PART 3 – Ownership details of property to be licensed – see note 3

Please provide the details of ownership and all others with a legal interest in the property to be licensed. If you require more space, please continue on a separate sheet.

3.1 Name of freeholder(s)

Full name of freeholder 1

Address of freeholder 1

	Postcode
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Email

Telephone

Full name of freeholder 2

Address of freeholder 2

	Postcode
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Email

Telephone

3.2 Name of mortgagee (if none, state none)
e.g. bank, building society or other who has a loan secured against the property

Reference or roll number

Address of mortgagee

Postcode

3.3 Name of leaseholder(s) (if none, state none). Please continue on a separate sheet, if necessary.

Full name of leaseholder 1

Address of leaseholder 1

Postcode

Email

Telephone

Full name of leaseholder 2

Address of leaseholder 2

Postcode

Email

Telephone

Full name of leaseholder 3

Address of leaseholder 3

Postcode

Email

Telephone

3.4 Full name of person who collects the rent

Address of person who collects the rent

	Postcode
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Email

Telephone

3.5 Full name of person who receives the rent

Address of person who receives the rent

	Postcode
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Email

Telephone

3.6 Full name of any other person who may be bound by a condition of the proposed licence and who is not referred to in Parts 1, 2 or 3.

Address

	Postcode
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Email

Telephone

PART 4 – Occupier information – see note 4

Please include all occupiers, including children and babies occupying the lettings.

4.1 How many individuals currently live in the property?

4.2 How many households currently live in the property?

4.3 How many separate lettings are available in the property?

4.4 How many people are you applying to licence the property for?

4.5 Are any of the people listed in Parts 1, 2, or 3 of the form living in the property?

Yes – please state their names

No

4.7 Description of occupation (please tick appropriate boxes)

- Shared house Shared flat
 Bedsits with shared facilities Hostel
 Studios Self-contained single household unit
 A mix of self-contained units and shared accommodation
 Other (please specify)

4.8 If the accommodation is within a converted property, was the conversion done in accordance with the relevant building regulations in force at the time?

- Yes – please state the year the conversion was carried out
 No

Please provide the relevant Building Control completion certificate for the conversion.

4.9 Please tick all of the floors the property has, including mezzanine floors and any floors used for commercial purposes

- Basement storage Basement residential Basement commercial
 Ground floor First floor Second floor Third floor
 Fourth floor Fifth floor Sixth floor Over six floors

PART 5 – Amenities – see note 5

5.1 Please specify which lettings detailed in Part 4 have exclusive use of a bath and/or shower

5.2 How many shared baths and/or showers are there in the property?

Baths Showers

5.3 Please specify which lettings detailed in Part 4 have exclusive use of a toilet

5.4 How many shared toilets are there in the property?

5.5 How many shared toilets are there in a separate compartment to the bathroom?

5.6 Please specify which lettings detailed in Part 4 have exclusive use of a wash hand basin

5.7 How many shared wash hand basins are there in the property?

5.8 What kitchen facilities are provided in the property? Tick as appropriate

Shared kitchen(s) Mixture of exclusive/
shared kitchens Exclusive use of kitchens only

5.9 How many sets of shared kitchen facilities are there in the property?

5.10 Please specify which lettings detailed in Part 4 have exclusive use of kitchen facilities

5.11 How many sinks are there in the property?

PART 6 – Tenancy management – see note 6

6.1 Are all of the tenants provided with written details of the terms of their tenancy?

Yes No

6.2 Is an inventory prepared at the commencement of occupancy?

Yes No

6.3 Are rent books provided?

Yes No

If **no**, are the tenants given receipts/rent statements?

Yes No

6.4 Are the tenants provided with a complaints procedure?

Yes No

6.5 Is there an emergency 24 hour contact telephone number that can be used by tenants in relation to the property?

Yes No

If **yes**, please provide the number:

6.6 Are the tenants required to provide deposits at the commencement of their tenancy?

Yes No

If **yes**, is there a written procedure to deal with deposit disputes at the end of a tenancy?

Yes No

PART 7 – Relevant information – see note 7

7.1 Subject to the provisions of the Rehabilitation of Offenders Act 1974, please state the particulars of any relevant issues (see below) recorded against any person named in Parts 1, 2 and/or 3 or any person associated or formerly associated on a personal or work basis with those named in Parts 1, 2, and/or 3 (continue on a separate sheet if necessary).

7.3 Has any person named in Parts 1, 2 and/or 3 of this form ever applied for and been refused a licence for a house in multiple occupation?

Yes No

If **yes**, which authority refused the licence

When was it refused?

7.4 Has any person named in Parts 1, 2 and/or 3 of this form ever breached any condition of a licence issued under Parts 2 or 3 of the Housing Act 2004?

Yes No

If **yes**, please provide details of the licence conditions breached and the local authority in which they were breached

PART 8 – Further information – see note 8

Please use this space if you need more room for any of your answers or for any additional information you think may be relevant to the application.

PART 9 – Declaration – see note 14

As the applicant, you must let certain people know in writing that you have made this application, or give them a copy of it.

The people who need to know about it are:

- Any mortgagee of the property to be licensed;
- Any owner of the property to which the application relates (if that is not you) i.e. the freeholder and any head lessors who are known to you;
- Any other person who is a tenant or long leaseholder of any part of the property (including any flat) who is known to you, other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy);
- The proposed licence holder (if that is not you);
- The proposed managing agent (if any)(if that is not you);
- Any person who has agreed to be bound by any conditions in a licence if it is granted.

You must tell each of these people:

- Your name, address, telephone number, email address and fax number (if any);
- The name, address, telephone number, email address and fax number (if any) of the proposed licence holder (if it will not be you);
- That this is an application for an HMO licence under Part 2 of the Housing Act 2004;

- The address of the property to which the application relates;
- The name and address of the local housing authority (Rushmoor Borough Council, Council Offices, Farnborough Road, Farnborough, GU14 7JU) to which the application will be made;
- The date the application will be submitted.

Name	Address	Date	Description of the person's interest in the property or application

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 a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 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.

I/we declare that I/we have served a notice of this application on the persons detailed in section 9 of this application, who are the only persons known to me/us that are required to be informed that I/we have made this declaration.

The following additional declarations also apply if (and only if) you have indicated in section 2 of this application that this is a renewal application:

I/We declare that the house in respect of which a licence is sought under Part 2/Part 3 of the Housing Act 2004 is subject to a licence under that part at the time this application is made. I/We further declare that to the best of my/our knowledge either: (a) none of the information described in paragraph 2(c) to (g) of that Act and previously submitted to the authority has materially changed since that licence was granted; OR (b) the only material changes to that information are described in the preceding sections of this application.

Name of applicant		Signature
	Date	

Name of proposed licence holder (if different to applicant)		Signature
	Date	

Name of manager		Signature
	Date	

Name		Signature
	Date	

Name		Signature
	Date	

Checklist for submitting an application

Please enclose the following:

- A sketch plan for the property detailing the layout and position of each room (minimum A4 size)
- A current Inspection Report from a competent electrician
- A landlord's gas safety certificate, issued by a Gas Safe Registered contractor
- BS5839 test reports relating to the fire detection system (if applicable)
- BS5266 test reports relating to the emergency lighting system (if applicable)
- Building Control Completion Certificate (if applicable)

The Council may require you to submit, or you may wish to submit, other documents, for example, copies of planning permissions, tenancy/licence agreements, certified accounts (or summaries), recent portable electrical equipment tests, in support of your application.

Please send the completed application form and copies of any necessary documents to:

**Rushmoor Borough Council
Housing Services
Council Offices
Farnborough Road
Farnborough
GU14 7JU**

Sketch plan

Method of measurement

For the purpose of determining the floor area of the room the following method shall be applied:

- All dimensions to be given in metres (m) or square metres (m²)
- Any part of the floor space which has a ceiling height of less than 1.5m shall be excluded
- Any floor area that is covered or occupied by a fixed cupboard or projecting chimney shall be excluded
- All measurements for calculating the floor area should be made at floor level
- For each floor/room, indicate the position of all fixtures and fittings, including doors, windows, built-in cupboards, chimney breasts or any unusual features

Sketch plan

Address _____

Floor _____

Sketch plan

Address _____

Floor _____

Sketch plan

Address _____

Floor _____

Sketch plan

Address _____

Floor _____