

## 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** Do you have Planning permission for the use of the property as an HMO?

- Yes – please provide the planning reference number  
 No

**Please provide the relevant planning permission approval certificate.**

**4.10** 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





**7.3** 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.

<b>Name of applicant</b>		Signature
	Date	

<b>Name of proposed</b>		Signature
	Date	

**licence holder**  
(if different to  
applicant)

<b>Name of manager</b>		Signature
	Date	

<b>Name</b>		Signature
	Date	

<b>Name</b>		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)
- Planning permission consent (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 (m<sup>2</sup>)
- 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 \_\_\_\_\_

## **Privacy Notice for an HMO Licence Variation Application**

V1.0 May 2018

### **1. Identity of the Data Controller and contact details**

Rushmoor Borough Council is the data controller for the personal information you provide on this form. You can contact the Council by phone on 01252 398980, via email to [privatehousing@rushmoor.gov.uk](mailto:privatehousing@rushmoor.gov.uk) or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at [data.protection@rushmoor.gov.uk](mailto:data.protection@rushmoor.gov.uk).

### **2. What we need your information for and the legal basis for it**

We need your personal information, some of which may be sensitive, to process your application to vary an HMO licence. The law allows us to use your personal information in this way to carry out responsibilities under the Housing Act 2004, in line with the Council's adopted HMO licensing policy. This is one of the Council's public tasks and is in the public interest, in accordance with the requirements of UK law.

### **3. Use for any other purposes**

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

### **4. Will you pass my information to anyone else?**

We may share your information with other teams within the Council such as Planning, Council Tax, Housing Benefits, Building Control, IT, Parking, Legal Services and Waste Management in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as Hampshire County Council, HMRC, Fire Authority and the Police in carrying out criminal investigations.

### **5. How we will store and look after your information**

Your data will be held initially in paper format and on completion, electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

### **6. How long we will retain your information**

We will keep your information on our records for a period determined within our retention guidelines, or as long as we are required to do so by law, or in accordance with our operational requirements. For information on our policy for retaining personal information, please see our retention guidelines as published on Rushmoor Borough Council's website.

### **7. Your rights concerning your information**

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to restrict processing
- The right to data portability
- The right to object
- The right to erasure

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

### **8. Right to complain to the Information Commissioner's Office**

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under the Housing Act 2004. If you do not provide it, we will be unable to process your application for a variation to your HMO Licence.