

**For office use only**

Date received:

Ref:

**HMO Licensing Scheme – Part II Housing Act 2004**

**Application for Renewal of a Licence for a House in Multiple Occupation**

If you have more than one house in multiple occupation, (or flats), the licences for which need to be renewed, you will need to complete a separate application for each.

**This is an application form for a HMO licence renewal where there is a current valid licence and there have not been any material or significant changes to the information previously submitted to the authority with the licence application. If the previous HMO licence has already expired or the HMO has never had a licence (i.e., first application) then you will need to submit a full application form for a new HMO licence.**

**Please fill in the form using BLOCK CAPITALS. Please answer all questions and do not leave any sections blank or use correction fluid. If questions are not relevant to you, please mark them N/A.**

If you need further sheets for additional information, please make a photocopy of the relevant sheet(s).

**Note to applicants**

**Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a licence.**

**Evidence of any statements made in this application with regard to the property**

**concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or which has been incorrectly stated or described, your licence may be varied, revoked or other action taken.**

**Section 1: Application details**

**1.1 Address of house to be re-licensed**

|  |
| --- |
|  |
|  |
| Postcode: |

**Section 2: Applicant details**

Are you the proposed licence holder Yes No

If **yes** go to section 3; if no complete section 2

Surname First name(s)

Address

Telephone numbers:

Home Work

Mobile Other

Email

**Section 3: Proposed licence holder details**

3.1 Please provide the full name, address, and contact details of the proposed licence holder. If a limited company, please give the full company name and address of registered office.

Surname First name(s)

Address

Telephone numbers:

Home Work

Mobile Other

Email

**Section 4: Manager’s details**

Has an agent/manager been employed to manage the property? Yes No

If **yes** complete section below; if no go to section 5

Surname First name(s)

Address

Telephone numbers:

Home Work

Mobile Other

Email

**Section 5: Details of ownership/ interested parties**

Freeholder

Address

Tel. number

Email

Person who collects rent

Address

Tel. number

Email

If collecting rent on behalf of someone else, please give details of that person/company:

Name

Address

Tel. number

Email

Mortgagee

Address

Tel. number

Email

Lease

Holders

(If any)

Address

Tel. number

Email

Any other person who has agreed to be bound by conditions of the licence

Address

Tel. number

Email

Relationship to licence holder

Section 6: Fit and Proper Person

This section must be completed by or on behalf of the proposed licence holder and manager.

6.1 Have you as the proposed licence holder or the proposed manager any unspent convictions involving the following:

**Licence holder Manager**

a) Fraud Yes No Yes No

b) Dishonesty Yes No Yes No

c) Violence Yes No Yes No

d) Drugs Yes No Yes No

e) Sexual Offences Yes No Yes No

Act 2003 Schedule 3

6.2 Has the proposed licence holder or manager been found by a court or tribunal to have been involved with any unlawful discrimination on grounds of:

**Licence holder Manager**

a) Sex Yes No Yes No

b) Colour Yes No Yes No

c) Race Yes No Yes No

d) Ethnic or national origins Yes No Yes No

e) Disability Yes No Yes No

6.3 Has the proposed licence holder or anyone associated with you as manager, contravened any provision of housing or landlord and tenant law leading to civil or criminal proceedings leading to a judgement being made against him/her? Or, within the last 5 years, have they been in control of a property that:

**Licence holder Manager**

a) Environmental Protection Act 1990

(Statutory Nuisance) Yes No Yes No

b) Landlord and Tenant Act 1985

at b)(Breach of Repairing Obligation) Yes No Yes No

d) Immigration Act 2014 (Part 3) Yes No Yes No

c) Housing Act 2004 (Part 1)

Yes No Yes No

e) Had to have works in default

carried out by the local authority Yes No Yes No

f) Was subject to a Management

Order Yes No Yes No

g) Has been refused a licence or

breached conditions of a licence Yes No Yes No

h) Acted in contravention of any

Approved Code of Practice Yes No Yes No

6.3) Does the proposed licence holder and manager or anyone associated to you require leave to enter or remain in the United Kingdom but does not have it?

**Licence Holder Manager**

YesNoYesNo

6.4) Are the proposed licence holder and manager or anyone associated to you insolvent or an undischarged bankrupt?

**Licence Holder Manager**

YesNoYesNo

**We may also approach other authorities such as the police, Fire and Rescue Service, Competition and Markets Authority or Financial Conduct Authority, etc. for information and confirmation. Signing of this application will be taken as your agreement to any such action.**

**Section 7: Declarations by licence applicant and proposed licence holder only**

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 I/we are reckless as to whether it is false or misleading.

**Applicant(s)**

Print name

Signed

Date:

**Proposed licence holder**

Print Name

Signed

Date

You must also let certain persons know in writing that you have made an application for a HMO Licence under Part 2 of the Housing Act 2004, or give them a copy of it. These are:

* Any mortgagee of the property
* Any owner of the property if that is not you
* Any other person who is a tenant or a long leaseholder of the property or any part of it 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 that is not you
* Any person who has agreed to be bound by any conditions in the licence, if granted

You must tell each of these persons:

* Your name, address, telephone number, email (if any), fax (if any)
* The name, address, telephone number and email (if any) of the proposed licence holder
* The address of property to which the licence relates
* The names and address of the council to which the application is to be made.
* The date the application will be submitted

**Declaration of notifications**

I/We declare that I/we have served a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I/we have made this application:

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

**Section 8: Renewal of licence declarations by applicant and proposed licence holder only**

I/ We declare that the house in respect of which a licence is sought under Part 2 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 as follows: (include description of all material changes)

**Applicant**

Print Name

Signed

Date

**Proposed licence holder**

Print Name

Signed

Date

**Section 9: Payment**

**Fees and charges\***

|  |  |
| --- | --- |
| **To renew an existing licence** | **£654.20** |
| **To make changes to a licence** | £168.43 |

\*These charges are subject to change every financial year in April. These figures are correct for the 2025/26 financial year.

|  |  |
| --- | --- |
| I wish to licence a property for | \_\_\_\_\_\_\_\_\_ persons |

**How to pay:**

The licence application fee is split into **two instalments**. Please make an initial payment of **£100** at the time of submitting your completed application form. The outstanding balance must be paid when your final licence is issued. An officer will confirm the outstanding balance to pay when the licence is issued. The payment method for both instalments is as follows:

1. **Payment directly from your own bank’s online service, (BACS payment):**

You should quote our bank details as follows:

Account Name: **South Norfolk Council**

Sort code: **20-26-42**

Account number: **83490173**

* **Please use reference “HMO Licence Renewal”** and your **licence reference number**, (detailed on your HMO licence renewal letter), as a reference.

1. **By cheque:**

You should make the cheque payable to **South Norfolk Council**. **Please detail “HMO Licence Renewal”** and your **licence reference number**, (detailed on your HMO licence renewal letter), on the back of the cheque.

* **The use of BACS payments is preferred, wherever possible.**
* **Please note we do not accept cash payments.**

#### **Please send completed forms to:**

Housing Standards Team, Broadland Business Park, The Horizon Centre, Peachman Way, Norwich, NR7 0WF

If you have an electronic version of your completed form and all supporting documents, you can email it to us as above.

**Privacy notice**

Please note that South Norfolk Council takes your privacy very seriously. Under data protection legislation we lawfully process your personal information as a Public Authority. Any data received because of the House in Multiple Occupation Licence Application process will be stored for no longer than is necessary as the procedure progresses and in accordance with the Council’s data protection policy. Upon completion of any works at the property the details will be stored for a maximum of seven years.

You need to know that under data protection law you have the right to request access to, rectification, restriction or objection, to the processing of your personal data, as detailed in our Privacy Policy (on our website). To view our full Privacy Notice, please use the following link. <https://www.southnorfolkandbroadland.gov.uk/data-protection>

A copy of the Privacy Notice can also be obtained by contacting the Housing Standards Team in either of the following ways:

telephone: 01603 430518,

email: [hstandards.snc@southnorfolkandbroadland.gov.uk](mailto:hstandards.snc@southnorfolkandbroadland.gov.uk)