

**For office use only**

Date received:

Ref:

# **House in Multiple Occupation (HMO) Licensing Scheme**

## **Housing Act 2004, Part 2**

# Application for Renewal of a Licence for an HMO

**This is an application form for an 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 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 regarding the property concerned may be required later. 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.**

|  |
| --- |
| Please use a black pen and make sure every section is completed fully. If a question is not applicable write N/A in the box.If you need to provide additional information requiring more space than that made available on the form, please state in the relevant box that there is additional information and include it on separate sheets, writing the address of the property and the relevant section on each page. If you have more than one house or flat in multiple occupation, the licences for which need to be renewed, please note you will need to complete a separate application for each. |

## Section 1: Application address

1.1 Address of house to be re-licensed

|  |
| --- |
|  |
|  |
|  Postcode |

## Section 2: Applicant details

2.1 Are you the proposed licence holder? [ ]  Yes [ ]  No

If yes go to section 3; if no, complete section 2.2.

2.2 Details of individual completing form

 Name

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

## 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.

Name

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

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|  |

If a company, please give details below.

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## Section 4: Manager’s details

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

If yes complete remainder of section 4; if no go to section 5.

4.2 Agent or manager details

Name

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
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## Section 5: Details of ownership/ interested parties.

5.1 Freeholder

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

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| --- |
|  |

5.2 Person collecting rent.

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| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

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

Name

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

5.4 Mortgagee

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| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

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5.5 Lease holders (if applicable)

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| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

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

Name

|  |
| --- |
|  |

Relationship to licence holder

|  |
| --- |
|  |

Address

|  |
| --- |
|  |
|  Postcode |

Phone numbers

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

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## 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** |
| **Fraud**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Dishonesty** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Violence** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Drugs**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Sexual Offences (Act 2003 Schedule 3)** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |

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** |
| **Sex**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Colour** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Race** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Ethnic or national origins** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **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** |
| **Environmental Protection Act 1990 (Statutory Nuisance)**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Landlord and Tenant Act 1985 (Breach of Repairing Obligation)** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Immigration Act 2014 (Part 3)** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Housing Act 2004 (Part 1)** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Had to have works in default carried out by the local authority**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Was subject to a Management Order** | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **Has been refused a licence or breached conditions of a licence**  | [ ]  Yes [ ]  No | [ ]  Yes [ ]  No |
| **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** [ ]  Yes [ ]  No

**Manager** [ ]  Yes [ ]  No

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

**Licence Holder** [ ]  Yes [ ]  No

**Manager** [ ]  Yes [ ]  No

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 are reckless as to whether it is false or misleading.

### Applicant(s)

Print name.

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

### Proposed licence holder

Print name.

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| --- |
|  |

Signature

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

You must also let certain persons know in writing that you have made an application for an 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 persons interest in the property and/or 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 attached to this application (include description of all material changes).

### Applicant

Print name.

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

Date

|  |
| --- |
|  |

### Proposed licence holder

Print name.

|  |
| --- |
|  |

Signature

|  |
| --- |
|  |

Date

|  |
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|  |

## Section 9: Payment

### Fees and charges\*

|  |  |
| --- | --- |
| To renew an existing licence | £637 |
| To make changes to a licence | £164 |

\*These charges are subject to change every financial year in April. These figures are correct for the 2024/25 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. Please note:

* **The use of BACS payments is preferred, wherever possible.**
* **We do not accept cash payments.**
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” and the first line of your property address, as a reference.

1. **By cheque:**

You should make the cheque payable to **South Norfolk Council**.

Please detail “HMO Licence” and the first line of your property address, on the back of the cheque.

#### **Send completed documents to**

By email: hstandards.snc@southnorfolkandbroadland.gov.uk

By post: Housing Standards Team, Horizon Centre, Broadland Business Park, Peachman Way, Norwich, NR7 0WF

**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