

IMPORTANT

Application for HMO Licence

Notes Relating to Misrepresentation and Data Protection

Misrepresentation

An application for an **HMO** licence is a serious matter and should be regarded in the same manner as applications for other licences such those required for the sale of alcohol, provision of entertainment or to operate a hackney carriage

Please note that it is a criminal offence to knowingly supply information which is false or misleading for the purpose of obtaining an HMO Licence. Evidence to support any statements or information made in the HMO Licence application may be required at a later date. If the Council subsequently discovers something which is relevant and which you should have disclosed or which is incorrectly or imprecisely stated or described, the licence may be cancelled or other action taken. This may affect other HMO licences with which you have any connection

Data Protection

All of the information provided in the application forms will be handled in accordance with the provisions of the Data Protection Act 1998

To fulfil the Council's obligations under Part 2 of the Housing Act 2004, the Council requires you to provide the information asked for in this form for the following purposes:

- 1) To identify the persons involved in the management of the **HMO** and to facilitate legal proceedings in the event of any offence connected with the licensing of the **HMO**
- 2) To obtain information needed to assess the fitness and competence of persons involved in the management of the **HMO**
- 3) To link properties and persons involved in the management, control and ownership of the **HMO** and any other relevant **HMOs**
- 4) To obtain information concerning the suitability of the property involved to be licensed as an **HMO**

The information you provide may be shared to the extent that it may need to be verified with other agencies such as the Police, other local authorities and other departments within the Council

Some of the information you provide will be entered into a public register but only to the extent required by law. A list of the information required to be published is given overleaf.

The Council may be required to disclose to government agencies certain information you provide

The information may also be used for research, analysis and statistical purposes

The Council may also wish to contact you regarding issues relevant to **HMOs**

Public Register Information

The information the Council is obliged to publish in respect of each **HMO** licence granted under Part 2 of The Housing Act 2004 is as follows:

- a) the name and address of the licence holder
- b) the name and address of the person managing the house
- c) the address of of the licensed **HMO**
- d) a short description of the licensed **HMO**
- e) a summary of the conditions of the licence
- f) the commencement date and duration of the licence
- g) summary information of any matter concerning the licensing of the **HMO** that has been referred to; and
- h) summary information of any decision of the a residential property tribunal or the Lands Tribunal that relate to the licensed **HMO** together with the reference number allocated to the case by the tribunal
- i) the number of storeys comprising the licensed **HMO**
- j) the number of rooms in the licensed **HMO** providing -
 - (i) sleeping accommodation
 - (ii) living accommodation
- k) in the case of a licensed **HMO** consisting of flats -
 - (i) the number of flats that are self-contained
 - (ii) the number of flats that are not self-contained
- l) a description of shared amenities including the numbers of each amenity; and
- m) the maximum number of persons or households permitted to occupy the licensed **HMO** under the conditions of the licence.