

**HMO Licensing**

**Section 254 HMOs**

Renewal application declarations

|  |  |
| --- | --- |
| **Document** | **Signature required** |
| 1. Licence application declaration
 | Applicant (Proposed licence holder) |
| 1. Interested parties’ declaration
 | Applicant (Proposed licence holder) |
| 1. Renewal declaration
 | Applicant (Proposed licence holder) |
| 1. Licence application signature
 | Applicant (Proposed licence holder) |

**WARNING**

**Falsifying a person’s signature carries a 10-year prison sentence under** **the Forgery and Counterfeiting Act 1981.**

Declaration **one**

**HMO Licence application declaration**

I declare that the information contained in this application is correct to the best of my knowledge. I understand that I commit an offence if I 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 know is false or misleading or am reckless as to whether it is false or misleading.

**PRINT NAME:**

**SIGNATURE** (Right click to sign):

Declaration **two**

**Interested parties / relevant persons notification declaration**

You must let certain persons know in writing that you have made this application or give them a copy of it. The persons who need to know about it are—

1. Any mortgagee of the property to be licensed.
2. 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.
3. Any other person who is a tenant or long leaseholder of the property or any part of it (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).
4. The proposed licence holder (if that is not you)
5. The proposed managing agent (if any) (if that is not you)
6. Any person who has agreed that he will be bound by any conditions in a licence if it is granted.

You must tell each of these persons—

1. Your name, address telephone number and e-mail address or fax number (if any).
2. The name, address, telephone number and e-mail address or fax number (if any) of the proposed licence holder (if it will not be you).
3. Whether this is an application for an HMO licence under Part 2 or for a house licence under Part 3 of the Housing Act 2004.
4. The address of the property to which the application relates.
5. The name and address of the local housing authority to which the application will be made.
6. The date the application will be submitted.

I declare that I 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 have made this application:

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

**PRINT NAME:**

**SIGNATURE** (Right click to sign):



Declaration **three**

**HMO Licence renewal declaration**

I 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 further declare that to the best of my knowledge either:

1. *none* of the information described in paragraph **2(c) to (g) of that Act1** and previously submitted to the authority has materially changed since that licence was granted;

or

1. the only material changes to that information are described as follows:

**1See overleaf for details of (c) to (g)**

Describe material changes here if applicable

**PRINT NAME:**

**SIGNATURE** (Right click to sign):

**2(C) to (G) Guidance Notes**

1. the approximate age of the original construction of the HMO or house

(using the categories before 1919, 1919-45, 1945-64, 1965-80 and after 1980)

1. the type of HMO or house for which the application is being made, by reference to one of the following categories—
2. house in single occupation;
3. house in multiple occupation;
4. flat in single occupation;
5. flat in multiple occupation;
6. a house converted into and comprising only of self contained flats;
7. a purpose built block of flats; or
8. other;
9. details of other HMOs or houses that are licensed under Part 2 or 3 of the Act in respect of which the proposed licence holder is the licence holder, whether in the area of the local housing authority to which the application is made or in the area of any other local housing authority.
10. the following information about the HMO or house for which the application is being made—
11. the number of storeys comprising the HMO or house and the levels on which those storeys are situated;
12. the number of separate letting units;
13. the number of habitable rooms (excluding kitchens);

(iv) the number of bathrooms and shower rooms;

1. the number of toilets and wash basins;
2. the number of kitchens;
3. the number of sinks;
4. the number of households occupying the HMO or house;

(ix) the number of people occupying the HMO or house;

(x) details of fire precautions equipment, including the number and location of smoke alarms;

(xi) details of fire escape routes and other fire safety training provided to occupiers;

(xii) a declaration that the furniture in the HMO or house that is provided under the terms of any tenancy or licence meets any safety requirements contained in any enactment; and

(xiii) a declaration that any gas appliances in the HMO or house meet any safety requirements contained in any enactment.

1. *(Non-applicable to Section 254 HMOs)*

Declaration **four**

**Application signature**

I hereby sign the HMO licence application for the property known as:

**ADDRESS**

**PRINT NAME:**

**SIGNATURE** (Right click to sign):

