

Application for Renewal of a House in Multiple Occupation (HMO) Licence

Please fill in this form using BLOCK CAPITALS and in black or blue ink only. If you make a mistake, or do not complete all the relevant sections, it may delay the processing of the application.

Only complete this application form for a House in Multiple Occupation that requires a licence renewal.

Please return completed form to:
Housing Standards Department, East Lindsey District Council

I wish to apply to renew a HMO Licence

Name:

Signed:

Date:

Address of HMO to be re-licensed (include postcode)

SECTION 1: DETAILS OF APPLICANT

This must be a named individual

1. Title: Mr Mrs Miss Ms Other:

Full name:

Contact address (include postcode):

Home telephone:

Mobile telephone:

Work telephone:

Email address:

Interest in property: Owner Manager Leaseholder

Other:

SECTION 2: DETAILS OF PROPOSED LICENCE HOLDER

This must be a named individual

2. Same person as SECTION 1:

Title: Mr Mrs Miss Ms Other:

Full name:

Contact address (include postcode):

Home telephone:

Mobile telephone:

Work telephone:

Email address:

Interest in property: Owner Manager Leaseholder
Other:

SECTION 3: DETAILS OF PERSON MANAGING (IF APPLICABLE)

This must be a named individual or marked NONE

3. Title: Mr Mrs Miss Ms Other:

Full name:

Contact address (include postcode):

Home telephone:

Mobile telephone:

Work telephone:

Email address:

Interest in property: Owner Manager Leaseholder
Other:

SECTION 4: DETAILS OF PERSON HAVING CONTROL

This must be a named individual

4. Same person as SECTION 1:

Title: Mr Mrs Miss Ms Other:

Full name:

Contact address
(include postcode):

Home telephone:

Mobile telephone:

Work telephone:

Email address:

Interest in property: Owner Manager Leaseholder
Other:

SECTION 5: DETAILS OF ANY PERSON WHO HAS AGREED TO BE BOUND BY A CONDITION CONTAINED IN THE LICENCE

(Continue on separate sheet if more than one person.)

5. Title: Mr Mrs Miss Ms Other:

Full name:

Contact address
(include postcode):

Home telephone:

Mobile telephone:

Work telephone:

Email address:

Interest in property: Owner Manager Leaseholder
Other:

SECTION 6: DECLARATION OF APPLICANT, PROPOSED LICENCE HOLDER, PROPOSED MANAGER AND PERSON HAVING CONTROL OF THE PROPERTY

I/We declare that the house in respect of which a licence is sought under Part2 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 on separate sheet)

Please tick to indicate which of either (a) or (b) above applies

Applicant

Name (please PRINT):

Signature:

Date:

Proposed licence holder

Name (please PRINT):

Signature:

Date:

Manager / Managing agent

Name (please PRINT):

Signature:

Date:

Person having control of property

Name (please PRINT):

Signature:

Date:

SECTION 7: DOCUMENTS

In order to validate your application the following documents are required:

The latest electrical inspection and test certificate, undertaken by a suitably qualified person, for the electrical installation within the HMO. This certificate must be current on the date of re-application and must confirm that the installation complies with the requirements of BS7671.....

The latest inspection and test certificate, undertaken by a suitably qualified person, for the Fire Alarm Detection System within the HMO. This certificate must be current on the date of re-application and must confirm that the installation complies with the requirements of BS5839.

The latest inspection and test certificate, undertaken by a suitably qualified person, for the System of Emergency Lighting within the HMO. This certificate must be current on the date of re-application and must confirm that the installation complies with the requirements of BS5266.

The latest inspection and test certificate, undertaken by a Gas Safe registered contractor, for the Gas Appliances within the HMO. This certificate must be current on the date of re-application.

The latest inspection and test certificate, undertaken by a suitably qualified person, for all Portable Electrical Appliances within the HMO. This certificate must be current on the date of re-application.

Please note that it is a criminal offence to knowingly supply information that is false or misleading for the purposes of obtaining a licence. Evidence of any statements made in this application may be required at a later date. If we subsequently discover something that is relevant and that you should have disclosed, or which has been incorrectly stated or described, your licence may be cancelled or other action taken.

Operating an HMO that should be licensed without a licence is an offence liable to an unlimited fine or a civil penalty of up to £30,000. In addition, a Residential Property Tribunal may make a rent repayment order requiring you to repay any rents due during the period for which the property was unlicensed.

DATA PROTECTION NOTICE

East Lindsey District Council is a Data Controller and can be contacted at The Hub & Willow House, Mareham Road, Horncastle, Lincolnshire, LN9 6PH (Tel: 01507 601111). The Data Protection Officer can be contacted at the same address.

We are collecting your personal data as part of our Public Task in relation to your occupation of, or interest in a residential property that the Council is currently evaluating in respect of the provisions of the Housing Act 2004 and associated legislation.

Your data will be used for Council Purposes and will be shared with third parties in accordance with the Councils data sharing agreements including DASH (Decent and Safe Homes East Midlands) the Police, local Fire Authority and Lincolnshire County Council or in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be kept for up to a maximum of 6 years after the case is completed in line with our current retention policy.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail. If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113).

For further information on our Data Protection Policies please go to our website.