

HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE
APPLICATION FORM
Section A (Personal Information)

Privacy Statement

We will only use the information you give us to process your HMO licence. We will look after personal information securely and we will follow data protection legislation. Information will be shared with Hampshire Fire Service, Hampshire Local Authorities, Central Government and other organisations when we are required to do so by law. The lawful basis to collect the information on this form is necessary for compliance with a legal obligation as set out in Housing Act 2004 and associated regulations. Further information relating to the processing of personal data can be found at <https://www.havant.gov.uk/privacy-policy>. The Data Protection Officer can be contacted at governance@havant.gov.uk or telephone 02392 446019.

APPLICANT (person completing form)	
First names:	Surname (Family name):
Address:	
Telephone no:	Email:

PROPOSED LICENCE HOLDER (person legally responsible for operation of the HMO, ie with power to let to tenants and authorise expenditure to ensure health and safety of tenants)	
<input type="checkbox"/> as per applicant above	
First names:	Surname (Family name):
Your interest in the property:	
Address:	
Telephone no:	Email:

PERSON HAVING CONTROL OF THE HMO(s) (person legally entitled to receive rental income from property)	
<input type="checkbox"/> as per applicant above	
First names:	Surname (Family name):
Your interest in the property:	
Address:	
Telephone no:	Email:

MANAGER OF THE HMO(s) (person responsible on a day to day basis)	
<input type="checkbox"/> as per applicant above	
First names:	Surname (Family name):
Address:	
Telephone no:	Email:

Who is able to authorise repairs to be carried out at the property?
Proposed Licence Holder / Manager / Other – please detail:

How many licences (where the above details are identical) are you applying for with this application?	
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Receipt of Documents by email

Havant Borough Council may supply copies of draft licences and associated documents by email on request. (If you request documents by email, you will not be sent paper copies.)
If you would like to receive documents in this way, please tick this box:

Please note that you will be sent a test email which you are required to reply to before any documents can be sent to ensure that the email address is valid. If no response is received to this test, the documents will be sent by post.

From time to time Havant Borough Council may wish to send you updates relating to changes in legislation or other issues that may be relevant to you. If you do not wish to receive this information by email please tick this box Please see privacy note at the top of this application form.

Consider the following statements in respect of the Proposed Licence Holder and Manager:

- 1) They have one or more unspent convictions, which may be relevant to their fitness to hold a licence or to manage a licensed HMO, in particular, any such conviction in respect of any offence involving fraud or other dishonesty, violence, drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003.
- 2) A Court or Tribunal has found that they have practised unlawful discrimination on grounds of sex, colour, race, ethnic or national origin, or disability, in or in connection with the carrying on of any business.
- 3) They have had any judgement made against them in civil or criminal proceedings due to contravention(s) of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law.
- 4) In the last five years they have owned or managed a property which has been subject to a control order under section 379 of the Housing Act 1985, or any enforcement action under Part 1 of the Housing Act 2004.
- 5) They have owned or managed a property for which a local authority has refused to grant a licence under Part 2 of the Housing Act 2004.
- 6) They have owned or managed a property for which a local authority has revoked a licence under Part 2 of the Housing Act 2004, because the licence holder breached the conditions of a licence.
- 7) They have owned or managed a property which has been the subject of an interim or final management order under Part 4 of the Housing Act 2004.

One or more of the above statements is true for the proposed licence holder or manager. Additional information must be included with the application including full details, including dates, properties, action taken, etc. Please provide this below or on a separate sheet, making clear which person it relates to.

None of the above statements apply to the proposed licence holder or manager.

Section B (Other licensed properties)

You are required to list the addresses of all properties licensed under Part 2 or 3 of the Housing Act 2004, for which the proposed licence holder in this application is the licence holder.

1) **Do you have any other licensed properties in Havant?** Yes No

If 'Yes' please state how many below:

2) **Do you have any licensed properties in other local authority areas?** Yes No

If 'Yes' please state address of property and name of Local Authority below:

DECLARATION

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

Signed:(All Applicants)

Dated:

Now complete a separate Section C for each property you are applying to licence.

Any additional information for which extra space is required.