

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

Section 1

Details of Current Licence:	
Address of licensed HMO:	Post Code:
Reference number of current licence:	
Date of expiry of current licence	

Section 2

Details of the Person Applying for the Renewal of their HMO Licence:			
Title:		Date of Birth	
Forename(s):		Surname:	
Address:	Post Code:		
Telephone/Mobile:			
Email/ Fax:			

Section 3

Details of the owner of the HMO to be licensed (if different from above)			
Title:		Date of Birth	
Forename(s):		Surname:	
Address:	Post Code:		
Telephone/Mobile:			
Email/ Fax:			

Section 4

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

Current Licence Holder's Details (if different from above):			
Title:		Date of Birth	
Forename(s):		Surname:	
Address:			
	Post Code:		
Telephone/Mobile:			
Email/ Fax:			
Will this Person continue to be the Licence Holder: If the answer is no, then the proposed new licence holder contact details must be entered in Section 8 along with the answers to section 5 a, b & c		YES:	NO:

Section 5

a) Is the address and/or telephone number(s) of the current licensee the same as the initial HMO licence application?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
b) Is the current licence holder still the most appropriate person to hold the licence?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
c) Is the current licence holder still a "fit and proper person" for the purpose of holding an HMO licence?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
d) Has the property been altered since it was last licensed?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
e) Do you manage the property yourself? (Note: If someone manages on your behalf, answer 'no' here and enter the manager's details in section 9)	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>

Section 6

Documents Enclosed:	
A Landlords' gas safety record issued within the last 12 months	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Electrical Inspection Reports of BOTH the electrical installation and the automatic fire detection system issued within the last five years.	Yes <input type="checkbox"/> No <input type="checkbox"/> Electrical Installation Yes <input type="checkbox"/> No <input type="checkbox"/> Automatic Fire Detection

Section 7

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

Maintenance of the Property	
Is the property properly managed and maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all fire doors fully functional and in good working order?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the fire alarm been regularly tested and serviced in accordance with licence conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has any fire-fighting equipment in the HMO been regularly serviced?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 8

Please provide details of any other information you feel relevant to this renewal application. Use a continuation sheet(s) if necessary.

Otherwise state "No changes to original HMO licence application details".

Depending on the nature of the information provided below it may be necessary for us to ask for further information before a new licence can be issued.

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

Please provide contact details of any **NEW** relevant person connected with the licence (e.g. a Mortgagee (if so, please include their roll or account number), any tenant with a lease of 5 years (or more) or anyone else who will be affected by the licence conditions.)

Otherwise, please state “None” if there is no other legal interest in the property or ‘No change’ if the same legal interests in the property are the same as in the original HMO licence application.

Depending on the nature of the information provided below it may be necessary for us to ask for further information before a new licence can be issued.

Note to Applicant(s):

It is a criminal offence to knowingly supply information which is false or misleading for the purposes of obtaining a renewal to a licence. If we later find out that you have omitted any relevant information in support of your application or you have made any false statements or representations, the renewal may be refused and other appropriate enforcement action taken.

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

DECLARATION:

I/We declare that the house in respect of which a licence is sought under Part 2 of the Housing Act 2004 is already subject to a licence held by me/us 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 Harlow Council, or any other information submitted to the Harlow Council as part of the previous application process has materially changed since that licence was granted.

OR

- (b) the only material change/s to the information described in paragraph (a) above is/are as INCLUDED IN SECTIONS 8 AND 9.

I/we enclose payment of a fee of £_____ for a one year HMO licence

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

Signed: _____ Date: _____

Print Name: _____

Return this form to:

**Environmental Health Services
Harlow District Council
Civic Centre
The Water Gardens
Harlow
CM20 1WG**

Please see notes overleaf

APPLICATION FOR RENEWAL OF A HOUSE IN MULTIPLE OCCUPATION (HMO) LICENCE

In accordance with the Housing Act 2004 please note the following:

Section 238 – False or misleading information

(1) A person commits an offence if –

- (a) he supplies any information to a local housing authority in connection with any of their functions under any of Part 1 to 4 or this Part of the Act.**
- (b) the information is misleading, and**
- (c) he knows that it is false or is misleading or is reckless as to whether it is false or misleading.**

(2) A person commits an offence if -

- (a) he supplies any information to another person which is false or misleading,**
- (b) he knows that it is false or misleading or is reckless as to whether it is false or misleading, and**
- (c) he knows that the information is to be used for the purpose of supplying information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part of the act.**

(3) A person who commits an offence under subsection (1) or (2) is liable on summary conviction to a fine not exceeding level 5 on the Standard Scale.

In this section “false or misleading” means false or misleading in any material respect