



Does my Property Require a House in Multiple Occupation (HMO) Licence

HMO Licence Check List

If you rent out your property to 5 or more persons (Mandatory Licence) or 3 or more persons (Additional Licence) it may be necessary to have an HMO licence; if you/your family live with 3 or more lodgers, the property may still need to be licensed. The following helps you determine if you need to apply, **please read the accompanying notes carefully before answering form – Please note this is not the licensing application form.**

Property Address:			
Name of the person providing the information:		Date:	
Interest in the Property	Owner <input type="checkbox"/>	Agent/Manager <input type="checkbox"/>	Leaseholder <input type="checkbox"/>
	state connection if other: <input style="width: 100%;" type="text"/>		
Email address:			
Telephone number:			
<p><u>How is the property let?</u></p> <p>If Yes to question 4, you must complete questions 5, 6, 7, 8 and 9. Then go to number 14 and complete the declaration, sign, date and return form to the Council.</p> <p>If Yes to question 5, you must go to question 6 and complete the rest of the questions on the form, sign, date and return form to the Council.</p>	<p>1. How many individual persons live in the property?</p> <p>2. Enter the total number of units that are used for sleeping (bedrooms):</p> <p>3. How many households live in the property? If you have entered " 1 ", confirm this in question 4</p> <p>4. One Family Household: e.g. comprising husband, wife, partner, child, stepchild, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin</p> <p>5. House in Multiple Occupation (HMO): e.g. let to sharing individual occupants of a single household, who are not a family unit (not related)</p>	<input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/> Yes No <input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/> <input style="width: 40px; height: 25px;" type="text"/>	
<p>6. How many storeys/floors does the property have? (Include each storey/floor that is used wholly or partly as living accommodation or in connection with, and as an integral part of, the shared living space. Include attics or basements if used wholly or partly for living accommodation)</p> <p style="text-align: center;">1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> More than 5 state how many <input style="width: 40px;" type="text"/></p>			
<p>7. How many storeys/floors above ground level? <input style="width: 40px;" type="text"/></p>			
<p>8. Select over which levels are the storeys situated, such as ground floor, first floor, second floor?</p> <p style="text-align: center;">Basement <input type="checkbox"/> Ground <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth <input type="checkbox"/> Fifth <input type="checkbox"/></p> <p>Other please indicate <input style="width: 100%;" type="text"/></p>			
<p>9. Are any parts of the property used for non-residential purposes; office, shop, warehouse etc?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="text-align: center;">If Yes, please describe the parts of the property and its use: <input style="width: 100%; height: 30px;" type="text"/></p>			

<p>10. Is the property occupied by five or more people forming two or more households?</p>	<p>If yes, a Mandatory HMO licence is required, and an application must be made. Complete question 13, sign, date and return form to the Council.</p> <p>If No, the property may still be a HMO and may require an Additional HMO licence. Go to question 11.</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>11. Is the property occupied by three or four people forming two or more households?</p>	<p>If Yes, an Additional HMO licence may be required. Go to question 12.</p> <p>If No, complete question 13, sign, date and return form to the Council.</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>12. Is the property within the Northampton Borough Council (NBC) Additional HMO Licensing 2020 to 2025 scheme Area?</p>	<p>If you are unsure whether the property is within the NBC Additional HMO Licensing Area, check the map on the link in the accompanying notes or contact the Council.</p> <p>If Yes, an Additional HMO licence is required, and an application must be made. Complete question 13, sign, date and return form to the Council.</p> <p>If No, the property does not require a HMO licence. Complete question 13, sign, date and return form to the Council.</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>13. Are one or more basic amenities shared? Please select the correct choice from the options:</p>		
<p>Yes, and the property is occupied by five or more people forming two or more households A Mandatory licence application must be made. Sign form and return.</p> <p>Yes, and the property is occupied by three or four people (less than five people) forming two or more households but is not within the NBC Additional Licensing Area. The property may be a HMO but will not need a licence. Sign form and return.</p> <p>Yes, and the property is occupied by three or four people (less than five people) forming two or more households and <u>is within</u> the NBC Additional Licensing Area. An Additional HMO licence application must be made. Sign form and return.</p> <p>No, each unit in the property has exclusive facilities. The property will not be a HMO and does not need a licence. Sign form and return.</p>		<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>If you let a 2-storey flat or maisonette above commercial premises or separate dwelling and the flat is occupied by 5 or more persons and you can still answer yes to Questions 10 and 13. A Mandatory licence application must be made. Sign form and return.</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p><u>14. Family Household Declaration:</u></p> <p>One Family Household: e.g. comprising husband, wife, partner, child, stepchild, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin</p>	<p>If you answered Yes to question 4 you must sign and date this declaration:</p> <p>Signature:</p> <p>Date:</p>	

Complete number 15 before submitting this form.

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15. I confirm that the information completed is correct:

Sign and Print name:

Please visit www.gov.uk/house-in-multiple-occupation-licence for more information.

Please provide your e-mail address if you would like electronic updates on landlord issues:

Address for reply:

If a licence is needed, please tick the box for an application pack to be sent via email or download www.northampton.gov.uk/HMO

Please complete / return form to:
Private Sector Housing
Northampton Borough Council
The Guildhall,
St Giles Square
Northampton
NN1 1DE

Alternatively email to: PSHS@northampton.gov.uk

Does my property need an HMO Licence – Please use the accompanying notes and definition of terms on the reverse of this page to assist you in completing the form.

Main residence includes: -

- accommodation for students undertaking a full-time course of education;
- temporary refuge accommodation following physical violence, mental abuse or threats of such from present or ex-wife / husband / partner;
- accommodation for migrant or seasonal workers provided by employer, agent or employee even if no rent is payable;

Storey includes: -

- those used wholly or partly for living accommodation;
- those used in connection with the living accommodation e.g. meter position, boiler position, storage, laundry facilities, stairway (not shared).

attics and basements:

- used wholly or partly for living accommodation;
- constructed, converted or adapted for living accommodation;
- where connected to the living accommodation by an internal stairway and used by tenants as part of the property e.g. storage (including cellar), laundry facilities or main access route into HMO (basement);

commercial parts of the building e.g. shop, office, store etc.:

- all storeys other than basements; mezzanine floors;
- a floor at a different level to those of the main building that results in one or more floor levels in the building being 4.5m or more above ground level (includes the floor of any habitable room e.g. bedroom, living room, dining room, kitchen/diner).

Person (s): anyone occupying the property regardless of age.**Household includes: -**

- a person living on their own;
- each person living in a group who is from a different family (see below for 'family'),
- a family e.g. comprising husband, wife, partner, child, stepchild, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin;
- a family with a person placed under Fostering Services Regulations;
- a family or single person together with anyone in domestic employment where no rent is paid e.g. au pair, nanny, nurse, carer, governess, servant, chauffeur, gardener, secretary, personal assistant – includes their family members;
- an adult placement carer under Adult Placement Schemes Regulations and not more than 3 service users.

Basic amenities: toilet, bath / shower, wash basin and cooking facilities.

Self-contained flat: a flat behind a front door with all basic amenities, none of which are shared with persons from other units of accommodation, this could be on more than one floor i.e. a maisonette.

Converted property: -

- where non-self-contained accommodation has been provided since original construction e.g. buildings with one or more flats with rooms either side of a shared landing or flats with facilities outside the main living accommodation. The property may also contain self-contained flats and shared accommodation.
- a property containing both shared accommodation e.g. bedsits and self-contained unit(s).

Article 4 Area: The application of an Article 4 Direction removes 'permitted development' rights and is a way in which Councils can control building works and changes of use which would ordinarily be 'permitted development' Northampton Borough Council have Article 4 Directions in the borough and within these areas certain HMOs require a licence for more information see <http://www.northampton.gov.uk/info/200206/planning-applications/986/permitted-development-rights>

Additional HMO Licensing Area: The Additional HMO licensing 2014 to 2019 scheme end date is 02/11/2019. Under this scheme all houses in multiple occupation (HMOs) consisting of two storeys in the designated area are subject to Additional licensing.

The New Additional HMO Licensing 2020 to 2025 scheme will come into effect from **1st February 2020** for a period of five years. A designated area of the Borough (identified on the map at the following link:

<https://www.northampton.gov.uk/info/200277/private-housing/1288/houses-in-multiple-occupation-hmos/4> will be subject to Additional HMO Licensing under section 56(1)(a) of the Housing Act 2004 for the following types of HMO:

1. Any HMO (irrespective of the number of storeys) that contains three or four occupiers who form two or more households); and
2. All self-contained flats (irrespective of the number of storeys) that are Houses in Multiple Occupation and contain three or four occupiers who form two or more households but, where the HMO is a section 257 House in Multiple Occupation, this Additional HMO licensing designation will only apply to those section 257 HMOs that are mainly or wholly tenanted, including those with resident landlords.