



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

Pre – Application Form

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 – terms defined are underlined**. 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: | | | |

1. How many storeys 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)

1 2 3 4 5 More than 5 state how many

2. How many storeys/floors above ground level?

3. Select over which levels are the storeys situated, such as ground floor, first floor, second floor?

Basement Ground First Second Third Fourth Fifth

Other please indicate

4. Are any parts of the property used for non-residential purposes such as an office, shop, warehouse etc.

Yes No If yes please describe the parts of the property and its use.

5. Enter the total number of units that are used for sleeping (bedrooms)

| | | |
|---|---|---|
| 6. How many households live in the property? <input type="text"/> | | |
| 7. How many individual persons occupy the property? <input type="text"/> | | |
| 8. Is the property <u>occupied by five or more people forming two or more households</u> ? | <p>If yes, a Mandatory HMO licence is required and an application must be made. Complete question 8a and question 12, 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 9.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| 8a. Is the property <u>three or more storeys/floors</u> and occupied by <u>five or more persons</u> ? | | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| 9. Is the property <u>two storeys/floors</u> , on ground and first floor and within the Article 4 Area? | <p>If you are unsure whether the property is within Article 4, check the map on the link in the accompanying notes or contact the Council.</p> <p>If Yes, an Additional HMO licence may be required. Go to question 10.</p> <p>If No, the property may still be a HMO but will not need a HMO licence. Complete question 12, sign, date and return form to the Council.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| 10. Is the property occupied by <u>three or more persons</u> made up of <u>two or more</u> households? | <p>If Yes, an Additional HMO licence is required and an application must be made. Complete question 12, sign, date and return form to the Council.</p> <p>If No, the property does not require a HMO licence. Sign, date and return form to the Council.</p> | <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
| 12. Are one or more basic amenities shared? Please select the correct choice from the options: | | |
| <p>Yes and the property is occupied by five or more people forming two or more households A New Mandatory licence application must be made. Sign form and return.</p> <p>Yes and there are three storeys or more with five or more occupants. A Mandatory licence application must be made. Sign form and return.</p> <p>Yes and the property consists of two storeys which are ground and first floor with three or more occupants but is NOT within Article 4. The property may be an HMO but will not need a licence. Sign form and return</p> <p>Yes and the property consists of two storeys which are ground and first floor with three or more occupants (made up of 2 or more households). Do not include attics or basements unless used wholly or partly for living accommodation and part of the shared living space. An Additional 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 an 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><input type="checkbox"/></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 8 / 8a and 12. A mandatory licence application must be made. Sign form and return.

| Yes | No |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |

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

I confirm that the information completed is correct, signed:

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 eg 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 eg 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 the 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 ie 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 eg 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 license for more information see <http://www.northampton.gov.uk/info/200206/planning-applications/986/permitted-development-rights>