

**Does my property need a  
House in Multiple Occupation (HMO) Licence?**

If you rent out your property to persons as their main residence it may be necessary to have a licence; this does not apply if you let to a single person, two people who are not related or a family.

In October 2018 new legislation came into force which means that some properties that previously did not require a HMO licence now must be licensed. This simple checklist should help you determine whether your property requires a licence. If you are in any doubt please contact the Council for advice.

**Please read the accompanying notes carefully before answering the form – the terms defined are underlined.** Please note, this is not the licensing application form.

1. Do the occupants of the building form two or more households?

Yes

No

The property may require a licence. Go to question 2.

The property is not a HMO. Please sign the form and return it to the Council.

2. Is the building occupied by 5 or more persons?

Yes

No

The property may require a licence. Go to question 3.

The property may be a HMO but will not require a licence. Please sign the form and return it to the Council.

3. Are one or more basic amenities shared or is the accommodation lacking any basic amenities?

Yes

No

The property will require a licence and an application must be made.

The property is not a HMO unless it meets one of the definitions relating to flats. Go to question 4.

4. Is the property a self contained flat; or a converted property (e.g. bedsits) where at least one of the units of accommodation is not fully self contained or where at least two units in the property share basic amenities?

Yes

No

Please contact the Council for advice as the property may be a HMO and require a licence.

If you also answered "No" to question 3 the property is unlikely to be a HMO. Please sign the form and return it to the Council.

A full definition of what constitutes a HMO is contained in sections 254 and 257 of the Housing Act 2004. This is available online at [legislation.gov.uk](http://legislation.gov.uk).

Person providing the information: \_\_\_\_\_ Date: \_\_\_\_\_

Address of property concerned: \_\_\_\_\_

Contact tel No: \_\_\_\_\_ e-mail: \_\_\_\_\_

I confirm that the above information is correct. Signed: \_\_\_\_\_

Please visit [www.landlordinfo.co.uk](http://www.landlordinfo.co.uk) and [www.propertylicence.gov.uk](http://www.propertylicence.gov.uk) for more information.

Address for licence application pack to be sent if not being downloaded:

Please return the completed form to:  
Environmental Health  
Blaby District Council  
Council Offices, Desford Road  
Narborough  
LE18 2EP

**It should be noted that the information given above provides a likely indication of whether or not a licence is needed, it is not conclusive. If you in any doubt please contact the Council for advice.**

### **Does my property need an HMO Licence – definition of terms**

#### **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 / co-habitee;
- accommodation for migrant or seasonal workers provided by employer, agent or employee even if no rent is payable;
- accommodation for asylum seekers or dependents provided under the Immigration and Asylum Act 1999 and funded by the National Asylum Support Service.

#### **Person :-**

- anyone occupying the property regardless of age.

#### **Household includes :-**

- a person living on their own;
- a person living with a group of people they are not related to;
- 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 eg 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 with all basic amenities, none of which are shared with persons from other units of living accommodation, this could be on more than one floor ie a maisonette.

#### **Converted property :-**

- where one or more units of living accommodation have been provided since original construction, typically bedsit accommodation. The property may also contain flats.