Does my property need a Pre-application form House in Multiple Occupation (HMO) Licence?

If you rent out your property to persons as their <u>main residence</u> 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 <u>not</u> 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.

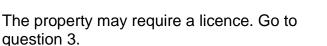
2. Is the building occupied by 5 or more <u>persons</u>?

Yes



No

No



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 <u>basic amenities</u> shared or is the accommodation lacking any <u>basic amenities</u>?

Yes



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 <u>self contained flat</u>; or a <u>converted property</u> (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 <u>basic amenities</u>?

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.			
Person providing the information: Date: 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 and 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.