



SOUTHAMPTON CITY COUNCIL  
Housing Act 2004 (Part 2)

MANDATORY HMO LICENCE APPLICATION FORM  
**Section C (Individual property details)**

Proposed licence holder:
Address of property to be licensed:
Is this property part of a Southampton City Council accreditation scheme?
Approximate age of original construction: before 1919 / 1919 – 1945 / 1945 – 1964 / 1965 – 1980 / after 1980
Is the HMO a house or a flat?
How many storeys make up the HMO?
Which storeys does the HMO occupy?

How many of the following are there in the HMO:-

Separate letting units		Habitable rooms	
Bathrooms / Shower rooms		Toilets	
Wash basins		Kitchens	
Sinks		Smoke / Heat alarms	
Households occupying the HMO		People occupying the HMO	

Give details of any fire precautions equipment including the location of smoke alarms:

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Give details of fire escape routes and other fire safety training provided to occupiers:

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ANY OTHER PERSON WHO HAS AGREED TO BE BOUND BY A CONDITION OF THE LICENCE	
Full name:	
Address:	
Telephone no:	Email:

## DECLARATIONS

1. I/we declare that I/we have served a notice of this application on the following persons who are the only persons known to me/us that are required to be informed that I/we have made this application.

Details of all relevant persons or organisations:

<i>Name</i>	<i>Address</i>	<i>Description of interest</i>	<i>Date of service</i>

2. I confirm, that for this individual property, the following meet any safety requirements contained in any enactment:

- (i) any gas appliances
- (ii) any furniture provided under the terms of any tenancy or licence

3. I/we declare that the information contained in this application is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.

Signed: .....(All Applicants)

Dated: .....

Please attach the following in respect of this property:

- a gas safety certificate dated within 12 months of the date of this application
- a Periodic Inspection Report of the electrical installation dated within five years of this application
- a property condition report completed by a Private Housing approved surveyor. The report must use the Southampton City Council form. (Submission of this report is optional)

*Please submit all sections of the application together with the above documentation, any additional sheets and the appropriate fee.*