



SOUTHAMPTON CITY COUNCIL
Housing Act 2004 - Part 2

MANDATORY HMO LICENCE APPLICATION FORM
Notes on completing the application form

To apply for a licence for a single property, you must complete one Section A, one Section B and one Section C.

To apply for licences for multiple properties, each of which has the same Applicant, Proposed licence holder, Manager and Person having control details as the others, you must complete one Section A, one Section B and a separate Section C for each individual property. E.g. for 3 applications, you would submit one Section A, one Section B and three Section Cs.

Section A

If the person making the application (The Applicant) is also the Proposed licence holder, please complete the name and contact details of the Applicant only. You can then write 'Applicant' against the Proposed licence holder section. Where applicable, this can also be done for Manager of the HMO and Person having control of the HMO.

If any of the statements on page 2 are true you must give full details of the contravention(s) including addresses of the properties concerned and the nature and date(s) of the contravention(s).

Section B

You should include all of your licensed HMOs in this section. This includes any properties which may have been licensed under an earlier Transitional Licensing Scheme, or ones which have been 'passported' into the Mandatory licensing scheme.

Section C

The age of the property must be specified. Delete any dates which do not apply.

You must confirm the number of storeys which the HMO itself occupies and also which levels these are in the building as a whole. E.g. 3 storeys - ground, first and second floors.

The number of separate letting units is the number of rooms, bedsits and/or flats in the HMO which are let to different people or households. These may be on one shared tenancy or on separate tenancy agreements. E.g. If you have 6 tenants in a shared house, each with one bedroom, the number of separate letting units is 6.

Habitable rooms are all bedrooms, living rooms, dining rooms, study rooms, etc. Kitchens, bathrooms, WC compartments, stairs and corridors are not habitable rooms.

A household is defined as an individual person, or a couple living together as married, or two or more related people living together (related being defined as parent, son, daughter, brother, sister, aunt, uncle, cousin etc. including 'half-blood' relatives'). E.g. 6 unrelated individuals, such as students, living in a shared house would be 6 households.

Provide details of any other person who has agreed to be bound by any condition of the licence, whose details have not already been provided in Section A.

The 'relevant persons' referred to are those noted in the middle of page 1 in Section A.

Attaching a property condition report to your application, for each property, is optional. However, if this is not provided, Southampton City Council will carry out an inspection of the property, for which there is an additional charge. Please see the licence fee structure for details.