

**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 tick the 'as applicant' box for subsequent sections.

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. For properties in the Southampton City Council area that are already licensed, please provide the total number. For any licensed properties outside this area please provide property address and local authority details.

Please sign and date the declaration at the end of this section. All applicants and the proposed licence holder (if different) must sign.

**Section C**

The age of the property must be specified. Circle the relevant date range.

You must confirm the number of storeys which the HMO itself occupies and also which levels these are in the building as a whole.

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.

You must tell us whether this property was an HMO on the 1<sup>st</sup> July 2013.

Complete the table giving details of the numbers of occupants and room types within the HMO.

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.

Please provide details of the fire precautions that are present in the HMO including location of smoke detectors and whether they are battery operated or mains wired. Also include details of any fire blankets, fire extinguishers and heat detectors in the property.

Provide details of any fire doors or escape windows that are provided within the property.

If the proposed licence holder is the owner of the property please provide details of other parties with a legal interest in the property.

If the proposed licence holder is not the owner of the property please provide details of the management arrangements in place.

If there is a mortgage on the property please provide their full details including name, address and customer reference number.

Provide details of any other person who has agreed to be bound by any condition of the licence, other than the proposed licence holder.