

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

Pre- application form

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. The following helps you determine if you need to apply, please read the accompanying notes carefully before answering form – terms defined are underlined. Please note, this is not the licensing application form.

Address: _____

Person providing the information: _____ Date: _____

Contact tel. no. or e-mail address: _____

Yes / No

1. Is the building on 3 storeys or more?

Yes

The property may need a licence, go to question 2.

No

The property may be an HMO, but will not need a licence. Sign form and return.

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

Yes

The property may need a licence, go to question 3.

No

The property may be an HMO, but will not need a licence. Sign form and return.

3. Are there 2 or more households?

Yes

The property may need a licence, go to question 4.

No

The property will not be an HMO, and does not need a licence. Sign form and return.

4. Is the living accommodation only as self-contained flats?

Yes

The property may be an HMO, but may not need a licence, go to question 5.

No

The property may need a licence, go to question 7.

5. Is there a flat occupied by 5 or more persons living in 2 or more households?

Yes

A licence may be needed, go to question 6.

No

The property may be an HMO, but will not need a licence. Sign and return form

6. Does any self-contained flat comprise 3 or more storeys? (NB each floor the stairway passes through from the flat to the main building exit is counted as a storey - see notes)

Yes

A licence application must be made for each flat. Sign form and

No

A licence will not be needed. Sign and return form.

7. Are one or more basic amenities shared?

Yes

A licence application must be made. Sign form and return.

No

Go to question 8.

8. Has the building been converted?

Yes

A licence application must be made. Sign form and return.

No

Please check your answers as you have made a mistake

I confirm that the above information is correct, signed: _____

Please provide your e-mail address if you would like electronic updates on landlord issues:

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.

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.

Storey includes :-

- those used wholly or partly for living accommodation;
- those used in connection with the HMO eg meter position, boiler position, storage, laundry facilities;
- in the case of a flat, each storey that an internal stairway passes through to the main exit;

attics and basements:

- used wholly or partly for living accommodation;
- constructed, converted or adapted for living accommodation;
- where connected to the living accommodation by an internal stairway and used as part of the property eg meter position, boiler position, storage, laundry facilities or main access route into HMO (basement);

commercial parts of the building eg shop, office, store etc:

- all storeys other than basements;

mezzanine levels:

- where room(s) are provided between adjoining floors and used as part of the living accommodation eg bedroom, bathroom, toilet, storage, boiler or meter position.

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.