



2016 CHAPTER 22

PART 5

Supplementary

*HMO register*

**HMO register**

**62.—**(1) Every council must keep a register containing the information required by subsections (2) to (4).

(2) The register must contain details of each application for an HMO licence made to the council, including—

- (a) the name of the applicant,
- (b) the address of the living accommodation in question,
- (c) the name of any managing agent specified in the application,
- (d) the date on which the application was made.

(3) The register must contain a note of the council's decision on each application, including in the case of decision to grant a licence—

- (a) the name of the licence holder;
- (b) the number of persons authorised to occupy the HMO (as specified in the licence under section 7(3)(c));
- (c) any conditions included in the licence;
- (d) any variation, revocation or surrender of the licence under section 22, 23 or 27.

(4) The register must contain a note of—

- (a) any revocation order or disqualification order made in relation to the HMO, its owner or any managing agent of it;
  - (b) any Part 4 notice issued in respect of the HMO.
- (5) The register may contain such other information as the council considers appropriate.
- (6) The council must exclude from its register any information which it would otherwise enter in the register, if the council considers that entering the information is likely to jeopardise—
  - (a) the safety or welfare of any person, or
  - (b) the security of any premises.
- (7) The council must make any entry relating to an HMO available for inspection, by any person who falls within subsection (9) in relation to that entry—
  - (a) at its head office at all reasonable times, and
  - (b) in such other manner as the council considers appropriate.
- (8) The council must supply a certified copy of an entry relating to an HMO to any person who falls within subsection (9) in relation to that entry and requests such a copy.
- (9) A person falls within this subsection in relation to an entry if the person appears to the council—
  - (a) to have an interest or prospective interest in the HMO,
  - (b) to be a resident of the HMO, or
  - (c) to be otherwise sufficiently concerned with the information contained in the entry.
- (10) In subsection (9), an “interest” is—
  - (a) a freehold or leasehold estate;
  - (b) a mortgage, charge or lien.
- (11) The council must, on the request of any statutory authority—
  - (a) make its register available for inspection by the authority;
  - (b) supply a certified copy of its register, or of an extract from it, to the authority.
- (12) The council may charge a reasonable fee for supplying a copy under subsection (8) or (11) (see also section 84 in relation to such fees).
- (13) A copy of a register, or of an entry in or other extract from a register, which is certified by an officer of the council to be a true copy is evidence of the matters contained in it.