

SCHEDULES

SCHEDULE 2

Applications for HMO licences: requirements and procedure

CONTENT OF APPLICATION

- 1.—(1) An application for an HMO licence must be in writing and in such form as the council may specify by general notice.
- (2) The application must include the following information—
- (a) the address of the living accommodation in question,
 - (b) if the owner is an individual, the owner’s name and address,
 - (c) if the owner is a body, the information set out in sub-paragraph (3),
 - (d) if there is to be a managing agent of the HMO—
 - (i) if the agent is an individual, the agent’s name and address, or
 - (ii) if the agent is a body, the information set out in sub-paragraph (3),
 - (e) the name and address of any person (other than the owner) who has a relevant interest in the HMO (see sub-paragraph (4)),
 - (f) the maximum number of persons who it is proposed will occupy the accommodation as their only or main residence at any one time,
 - (g) any other information which the Department may by regulations require to be set out in such applications, and
 - (h) any other information which the council may specify by general notice.
- (3) The information referred to in sub-paragraph (2)(c) and (d)(ii) is—
- (a) the name of the body,
 - (b) the address of its main office or place of business,
 - (c) the name and address of each of its directors or partners, or other persons involved in its management.
- (4) In sub-paragraph (2)(e), a “relevant interest” is—
- (a) a freehold estate;
 - (b) a leasehold estate, unless the unexpired term of the lease is 3 years or less;
 - (c) a mortgage, charge or lien.
- (5) The council may require the application to be accompanied by a fee fixed by the council (see also section 84 in relation to such fees).

(6) Sub-paragraph (5) is subject to paragraph 7(2).