



**HMO Application form - Notes on completing the form**

To apply for a licence for a single property you must complete one PART 1 document, and one PART 2 document.

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 PART 1 document, and a PART 2 document for each individual property e.g. for 3 properties you would complete one PART 1 document and three PART 2 documents.

**PART 1**

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. Then tick the box 'same as Applicant'.

If any of the statements within the 'Fit and Proper' section 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).

Please date and sign the declaration.

Provide details of all other properties managed by the Proposed Licence holder, and provide copies of any licences already granted to the licence holder by Portsmouth City Council or any other Local Authority. Indicate how you would like to receive the draft licence.

**We are required by law to provide certain information on a public register and this includes the licence holder's name, address and contact details.**

**APPLICANT DETAILS FOR A MANDATORY HMO LICENSING**

**PART 1**

**Section 1- PERSONAL DETAILS**

The application for a Licence must be made by either the owner of the HMO or by the person managing the HMO.

**NAME & ADDRESS OF THE APPLICANT:**

Full Name:	
Address: .....	
Postcode:	Telephone No:..... Mobile No.:.....
Email address:	

**PLEASE INDICATE THE APPLICANT’S INTEREST IN THE HMO:**

Are you the Owner or the Manager?	Owner / Manager
If you are not the Owner please specify Ownership Details:	
Full Name:	
Address: .....	
Postcode:	Telephone No:..... Mobile No.:.....
Email address:	

**NAME OF PROPOSED LICENCE HOLDER:**

The licence holder will be legally responsible for the operation of the HMO to be licensed and must have the power to:

- a) Let to and evict tenants.
- b) Access all parts of the premises to the same extent as the owner (if different).
- c) Authorise any expenditure necessary to ensure the health and safety of the tenants and others is not compromised.

The proposed licence holder should normally be the “person having control” of the property (the person legally entitled to receive the rental income from the property), usually the owner of the property. However, there may be a good reason why this should not be the case (e.g. if the owner is ill or lives abroad).

The “person having control” may be the leaseholder rather than freeholder. Where the landlord is a company, a limited liability partnership, or a board of trustees, the licence should be granted to it.

**Please provide an explanation if the proposed licence holder is not the owner of the property and provide written details to confirm the above points a to c.**

The local authority has a duty to award the licence to the most appropriate person.

Licence holder is the same as Applicant? Please tick here.

Full Name:	
Address: .....	
Postcode:	Telephone No:..... Mobile No.:.....
Email address:	

Explanation if required:

.....

**RESPONSIBILITY FOR THE HMO:**

<p>Is the proposed Licence Holder the person who would be in “day to day” control of the HMO and be bound by any conditions that are attached to the licence, if granted?</p>	<p>YES/NO</p>
<p>If NO, please provide information on the reasons why and the details of the person who would have this responsibility.          .....</p>	
<p>Does the proposed Licence Holder also use the facilities of a manager/ Letting Agents to help maintain the conditions of the licence?</p>	<p>YES/NO</p>
<p>Please specify including full contact details:          .....          .....</p>	

**Do you own or manage a HMO that has been licensed by another Local Authority?**

YES/NO

Please include a copy of the HMO Licence (Front page only) that has been granted by that Authority.

**Do you own or manage any properties within another Local Authority’s Area?**

YES/NO

Please specify which Local Authority(s):  
 .....

**Please provide the addresses that you are looking to obtain a licence for and connected to the details above.**

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**Are you are a member of the Rent it Right scheme? (previously known as Landlord Accreditation scheme) - Yes / No**

## Section 2 - FIT AND PROPER

**When considering an application to license a HMO, the Local Authority must be satisfied that the proposed Licence Holder is a “Fit and Proper” person to hold a Licence. It is therefore necessary that the following details be supplied about the proposed Licence Holder and any other person that the applicant proposes will be involved in the management of the house.**

**Please consider the following statements in respect of the Proposed Licence Holder and Manager and indicate your answer below using the tick box.**

- 1) Do have any unspent convictions, which may be relevant to their fitness to hold a licence or to manage a licensed HMO, in particular, any such convictions in respect of any offence involving fraud or other dishonesty, violence, drugs, or any offence listed in schedule 3 of the Sexual Offences Act 2003.
- 2) Have been found guilty by any Court or Tribunal of practising unlawful discrimination on grounds of sex, colour, race, ethnic or national origin, or disability, in or connection with the carrying on of any business.
- 3) Have had any judgement made against me in civil or criminal proceedings due to contravention(s) of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law.
- 4) Have acted otherwise than in accordance with any applicable code of practice approved under section 233 of the Housing Act 2004.

One or more of the above statements is true for the proposed licence holder or manager. Additional information must be included with the application including full details, including dates, properties, action taken etc. Please provide this on a separate sheet, making clear which person it relates to.

None of the above statements apply to the proposed licence holder or manger.

Please give details if the proposed licence holder/ manager/ person(s) have:

- I. Been in control of any property subject to control order under section 379 of the Housing Act 1985 or Demolition Order in the last 5 years
- II. Been in control of a property that has been subject to any enforcement action under Part 1 of the Housing Act 2004.
- III. Been refused a licence or had a licence revoked for any property under the Housing Act 2004 (This includes Additional licensing).
- IV. Been found to have breached a condition of a licence for any property under the Housing Act 2004 (Includes Additional licensing schemes)
- V. Been in control of any property, which has subsequently been subject of an Interim or Final Management Order or Special Interim Management Order under the Housing Act 2004.

Information:

**Section 3 - REQUIRED DECLARATION**

**Please note that if you do not consent to all the below conditions the application could be refused and a new application with fee may be required.**

- I declare that to the best of my knowledge the proposed manager/ letting agent named in section 01 is a fit and proper person and they have not been subject to any enforcement action under Housing Act 2004.
- I confirm that the managers and licence holders agree in principle to be bound to the restrictions and obligations in the licence.
- I/we declare that the information contained in this application is correct to the best of my/our knowledge.
- I/we understand that I/we commit an offence if I/we supply any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading and which I/we know is false or misleading or am/are reckless as to whether it is false or misleading.
- I/we agree that, for the purposes of HMO licensing or other Council business, the Council can share the information provided in this application with other Councils, other Council Services and other relevant agencies as appropriate, including the licence holders name, address and contact details as required to be issued as part of any public register, which will be available to the general public.

**Signed:.....(all applicants)**

**Dated:.....**

How would you like to receive copies of your draft licence and associated documents?

Email only

Email and Paper

Please note your full licence will always be issued to you in paper format.

**PLEASE RETURN THE COMPLETED APPLICATION TO:**

**Private Sector Housing Team  
Housing, Neighbourhoods and Building Services  
Portsmouth City Council  
Civic Offices  
Guildhall Square  
Portsmouth PO1 2AZ**

**Email: psh@portsmouthcc.gov.uk**

**Privacy Notice****Portsmouth City Council - Housing, Neighbourhood and Building Services****Private Sector Housing**

Portsmouth City Council is a registered Data Controller (Registration Number Z5578313). Portsmouth City Council aims to meet the highest standards when collecting and using personal information in accordance with data protection law.

This privacy notice tells you about how Portsmouth City Council collects and uses personal information.

**What information do we collect?**

Portsmouth City Council collects the names, addresses, dates of birth and contact information in the form of telephone numbers and email addresses from you as a customer or contractors. We may also collect other personal information about your family, your mental and physical health, financial circumstances and housing and social care needs when relevant. We keep copies of letters and records of telephone calls along with information we receive about you from other people, for example your doctor.

**Why do we collect your information?**

Portsmouth City Council uses personal information to:

- Deliver Services
- Facilitate and Oversee works in privately rented properties and owner occupied properties across the city.
- Assist in Service development.
- Offer support and access to services.
- Enable funding and payment for works in privately owned or rented properties.
- To ensure that we met the conditions of government run schemes
- Manage licences.
- Encourage community engagement to understand any local issues and work with the community to find a solution.
- To ensure satisfactory student accommodation across the city.
- Manage the Mobile home sites across the city.

**How we use your information?**

Portsmouth City Council uses personal information to:

- Ensure that we can contact when it is necessary to do so.
- Allow you to apply for grants and pay for services when you need to do so.
- Take appropriate enforcement action when property conditions are below that of the expected standard.
- Let you know if the terms of a license that you hold with us changing, including a change to the amount that you need to pay.
- To provide information to third parties as required by legislation, i.e. Public Register for HMO licences.
- Work with registered builders to ensure that properties are maintained to an appropriate standard.
- Keep records, including photos, to ensure that all standards are maintained once works have been carried out.
- Provide access to our telecare service to ensure that the correct support is available to you.
- Maintain housing standards in privately owned properties across the city.

**How do we keep personal information secure?**

Portsmouth City Council ensures that your personal data is kept secure through the use of technical security measures for all our IT systems. We ensure that only employees who should have access to personal data can do so and this is managed through comprehensive training, regular checks and validation. Anyone that processes personal data on our behalf, such as repairs contractors, are governed by specific contracts to ensure that they do so securely and only for the purposes set out by Portsmouth City Council.

**How long do we keep hold of personal information?**

Records will not be kept for longer than necessary. Full information regarding retention periods for the different types of data can be found on our website [www.portsmouthcc.gov.uk](http://www.portsmouthcc.gov.uk)

**Access to personal information**

You have the right to know if Portsmouth City Council holds any personal information relating to you. You can do this by making a 'Subject Access Request' using the information in the '**How to contact us**' section or by going to

<https://www.portsmouth.gov.uk/ext/the-council/freedom-of-information>

You will usually be entitled to see all of the data held about you but may not be entitled to see confidential information about other people.

**Access to CCTV images**

CCTV images that are stored and catalogued may be accessed by individuals by following the procedure above to make a 'Subject Access Request'. Portsmouth City Council may not record CCTV at all locations with CCTV signage and not all CCTV cameras will be operational at all hours of the week. Individuals may not be able to see visual images that contain other identifiable individuals or are considered confidential under law e.g. if they are required for the prevention or identification of a crime.

**Sharing or disclosing personal information**

There may be times when we need to share your information with other people. We will only do this if you have either given your explicit consent or where the law allows or requires us to. This could be in an emergency where there is a safeguarding concern or life threatening situation or for the purposes of preventing or detecting crime or fraud or apprehending and prosecuting offenders where we have a statutory duty to do so.

We will only share appropriate information about you with your family or carers and usually only where you have given specific permission to do so. We may withhold information where it places any individual at risk

We will share personal data with other organisations such as mortgage providers where the law allows us to do so.

We will only share with each person or organisation the details they need in order to provide their services or support to you or perform their statutory duty.

**Complaints or queries**

If you have a complaint or query about how we collect and use personal information, if you would like a change to be made to your record or want to object to processing of your information, please contact us using the information in the '**How to contact us**' section below.

If you would like to make a complaint or are not satisfied with the responses you have received from us after making a request, please contact:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113 (local rate) or 01625 545 745 (if you prefer to use a national rate number).

**Changes to this privacy notice**

This privacy notice was last updated on 14<sup>th</sup> May 2018.

**How to contact us**

If you want to request details of our Corporate Privacy Policy please visit our Portsmouth City Council Website. If you require further information about how we and how we collect and use personal information, you can contact:

*Data Protection Officer,  
Customer, Community & Democratic Service, Portsmouth City Council  
Civic offices, Portsmouth, PO1 2AL*

*Email: [Dataprotection@portsmouthcc.gov.uk](mailto:Dataprotection@portsmouthcc.gov.uk)*

*Telephone: 023 9268 8482*

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