



HMO Application form - Notes on completing the application 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.

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.

PART 2

Please supply details of the property. Please note one form needs to be filled out per property.

Complete the table providing information of the amenities provided and the total occupancy of the property.

Please provide a plan of each property indicating room use, occupancy no. for bedrooms and room size.

Indicate which documents are to be included within the application.

Indicate how you would like to pay for your licence.

Please sign and date the declaration at the end of the document. To be signed by the applicants and the proposed licence holder.

PROPERTY DETAILS FOR MANDATORY HMO LICENSING

Application Part 2 - PROPERTY DETAILS

ADDRESS OF HMO TO BE LICENCED (please print in block capitals):

.....

.....

.....

TYPE OF HMO:

Please tick the appropriate box to indicate the type of accommodation provided:

Bed-sit	Shared house
<input type="checkbox"/>	<input type="checkbox"/>

Other (please specify).....

AGE OF BUILDING:

Please tick the appropriate box to indicate the age of the building:

Pre 1919 1919 – 1945 1945 – 1964 1965 – 1980 Post 1980

TYPE OF BUILDING

Terraced House Detached House Flat in a converted Building Flat in a purpose build block Flat above non residential

Section 2 - Occupancy, Amenities and Layout:

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Maximum no of proposed persons/ households for the licence		Total number of sinks provided	
How many storeys does the property consist of, include basements and attic rooms if used as habitable rooms.		Total number of wash hand basins in the property	
Total number of bedrooms		Total number of baths in the property	
Total number of common rooms (not including kitchens)		Total number of showers in the property (do not include over bath showers)	
Total number of cookers with 4 rings and an oven		Total number of toilets in the property	
Total number of fridge freezers provided			

Section 3 - Plan of the property:

The plan does not need to be drawn professionally nor to scale. It must however provide a suitable indication of the property layout.

Please include:

i) Label the use of each room (e.g. bedroom 1, Bedroom 2, living room, kitchens, bathrooms, dining/living rooms etc).

ii) Indicate the room size (e.g. 9 m², 3m x 3m etc.) excluding any en suite sizes in calculation and treat the en suite as a separate room.

iii) Indicate the position of fire detectors and fire blankets within the property.

Please indicate the number of occupants per bedroom as indicated on the plan.

Bedroom Number as per the floor plan	No. of occupants over 10 years old	No. of occupants under 10 years old

If we have a current floor plan with this information please indicate here

Section 4 - Notifying People with Legal Interest.

- I/we declare that I/we have written or emailed all the persons below and that these are the only people known to me/us that are required to be informed that I have made this application.

Name of person on whom a notice was served	Address of that person	Description of the person's interest in the property or the application (E.g. Mortgagee, co-owner, long leaseholder, etc.)	Date written too

Section 5 - Information, Submission and Payment

A plan of the HMO that shows the layout for each storey within the building (see guidance notes on the previous page).	Yes	No
A valid Landlords Gas Safety Record that demonstrates that any gas appliances within the HMO (that are owned by the Landlord) have been checked by a Gas Safe registered contractor within the last 12 months and have been found to be safe for use.	Yes	No
A certificate from an approved contractor stating that all electrical equipment supplied by the landlord is in a safe condition to be used (PAT certificate or similar). *You have 6 months from the date of application to submit this document.	Yes	No
A current fire risk assessment *You have 6 months from the date of application to submit this document.	Yes	No
A periodic inspection report or similar ensuring that the electrical installation is satisfactory.	Yes	No

- I have submitted this information in the last 6 months or the certificates are still current.

Section 6 - How to make payment - To make payment online please visit our website Portsmouthcc.gov.uk.

Go to pay and select miscellaneous, from drop down select Licensing and then HMO Licensing. Please ensure that you input the address in the added information field.

The correct fee can be found in the documents section of the Mandatory licensing page of our website.

In full (please enclose cheque)

Make payment over the telephone

Section 7 - Declaration.

If signing on behalf of a Limited company then the person signing must be nominated by the company to sign on its behalf.

I declare that to the best of my knowledge all the furniture and furnishings, within the HMO, provided by or on the behalf of the landlord/manager, complies with the Furniture & Furnishings (Fire)(Safety) Regulations 1988 (as amended).

I declare that to the best of my knowledge the fire alarm system within the HMO has been checked by a competent person within the last twelve months and found to be fully functional.

If no fire alarm and detection system exists at present please tick

I declare that to the best of my knowledge all the gas and electrical appliances within the property that have been provided by the landlord meet the relevant statutory safety requirements.

I declare that to the best of my knowledge that at the beginning of each tenancy, each new tenant is supplied with a written tenancy agreement that describes the responsibilities of the landlord and the tenant and which sets out the terms for the tenancy.

I agree that, for the purposes of HMO licensing or other Council business, the Council can share the information provided in above with other Councils, other Council Services and other relevant agencies as appropriate.

I understand that I commit an offence if I 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 know is false or misleading or I am reckless as to whether it is false or misleading.

I declare that I have written to or emailed all the people who have a legal interest in the property, listed in Section 4 - Notifying People with legal interest and that these are the only people known to me/us that require to be informed that I have made this application.

To be signed by the licence holder: Signed

Print name.....

Date of signing declarations

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

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 14th 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
Telephone: 023 9268 8482
Telephone: 023 9268 8482*