

Application for a Temporary Exemption to licence for a licensable house in multiple occupation (HMO) issued under Part 2 of the Housing Act 2004

This is the form to use if you, as a person having control of, or managing, an HMO which is required to be licensed, under the Housing Act 2004, but is not so licensed **and**, have intentions to take particular steps with a view to securing that the property is **no longer required to be licensed**.

Please note that it is a criminal offence to be managing or in control of a House in Multiple Occupation that is required to be licensed and is not so licensed. A separate application must be made for every property that requires a temporary exemption notice.

If you have any queries on completing this form please contact the Public Health and Housing Team:

- email: customer.services@westsuffolk.gov.uk

When completed, this application form and the supporting documents should be sent by:

- email to: customer.services@westsuffolk.gov.uk, or
- post to: Public Health and Housing, West Suffolk House, Western Way, Bury St Edmunds, Suffolk IP33 3YU

Data Protection

The information you have supplied is being collected in accordance with the Housing Act 2004, and will be used to assess your application for an HMO licence.

Your information will not be used for any other purpose. Your information may be shared and verified with other agencies such as the Police, other local authorities and other departments within the council.

Your information will be retained for the period of the HMO licence, if granted.

Data will be processed and held securely and in accordance with the General Data Protection Regulations.

Further information about data protection can be found on the West Suffolk Website at <https://www.westsuffolk.gov.uk/privacy/>

SECTION 1 – House in Multiple Occupation property details

Address of property:
Postcode:

SECTION 2 – Details of the Applicant

Name:	
Address:	
Postcode:	
Email:	
Daytime Tel No:	Mobile Tel No:

SECTION 3 - Details of the Owner

Name:	
Address:	
Postcode:	
Email:	
Daytime Tel No:	Mobile Tel No:
Company/charity registration no. (if applicable):	
Name of company secretary (if applicable):	

Where the property is owned by an organisation, such as a charity or trust please provide contact details of all directors, partners or trustees. (Continue on a separate page if necessary.)

SECTION 4 – Details of the manager.

Name:	
Company (if applicable):	
Address:	
Postcode:	
Email:	
Daytime Tel No:	Mobile Tel No:

(Continue on a separate page if necessary.)

SECTION 5 – Reason for Applying for a Temporary Exemption Notice

Please provide a detailed explanation of the steps you will take to make certain that the property no longer requires licensing as a house in multiple occupation, and may include any additional reasons for the issuing of a temporary exemption notice. Evidence may be required in support of any statements made for example copy of death certificate, evidence of planned improvement work and timescales.

Supporting Information:

Please note we reserve the right to carry out additional checks in support of your application within the Council and with other agencies as appropriate. Please attach additional sheets, if necessary

SECTION 6 - Conditions of Temporary Exemption Notice

If a Temporary Exemption Notice is served on a property specified in Section 1 of this Application Form, the property will not require a licence during the period in which the notice is in force.

A Temporary Exemption Notice is in force for a period of **three (3) months** beginning on the date that it is served. The Local Authority, upon receipt of a second application, may consider issuing a second Temporary Exemption Notice for a further period of three months if they consider that there are **exceptional circumstances**. The second notice would take effect from the end date of the first notice.

The grounds for temporary exemption from mandatory HMO licensing are stated in the Housing Act 2004, Part 2, Section 62.

If it is decided not to serve a Temporary Exemption Notice in response to an application the applicant will be informed of:

- a) the decision,
- b) the reason for the decision and the date on which it was made,
- c) the right to appeal against the decision,
- d) the period within which an appeal may be made.

The person concerned may appeal to the First Tier Property Tribunal against the decision within a period of 28 days beginning on the date that the refusal was made.

SECTION 7 – Declaration.

I/We declare that the information contained in this application is correct to the best of my 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 know is false or misleading or am reckless as to whether it is false or misleading

1. Signature:	
Name:	
Date:	Position:
2. Signature:	
Name:	
Date:	Position: