

HMO LICENCE APPLICATION INFORMATION SHEET

- **Do you need a licence?**

Your property must be 3 or more storeys with 5 or more occupants from 2 or more households.

To assist with this, please click on the following link: -

<http://extranet.charnwood.gov.uk/uploads/preevaluationform.pdf>

The minimum lettable bedroom size is 6.5m² in a shared house. Where there is a shared living room. If you have lettable rooms smaller than this, or if your property is let as bedsits, please contact us before completing your application.

- **Completing Your Form**

You must complete all sections of the form and all required signatures must be provided (including the statutory release for information)

Supporting documentation must be returned with form. These documents are:-

Proof of your address (this should be your permanent residential address)

Gas Safety & Electrical Safety certificates.

Accurate plans.

Proof of any Planning consents, Building Regulations approval or certificates (if applicable).

If you live out of the area or abroad, you should also provide details of persons who are able to manage or deal with any issues relating to the property in your absence, please contact us for further details regarding this

- **Planning Permission.**

If you intend to have seven or more occupants within one property, even if you are not making any physical alterations to the property you may require planning permission. For more information or to apply for planning permission, please contact the Councils Development Control Department.

Your application for a licence may not be processed until you confirm that you have obtained this approval.

- **Charges.**

Upon receipt of a full and valid application, an invoice will be raised. This should be paid within 28 days. Failure to do so could result in legal action being sought by the Authority for operating a licensable HMO without a licence. This could include financial penalties, and in extreme cases, prosecution and a fine of up to £20,000.

Please see the table overleaf for all charges relating to the application process.

Basic Licence Fee	£500.00
Multiple Properties with the same proposed licence holder.	£500.00 for first property then £390.00 per property thereafter
Properties accredited by EMLAS	£390.00
Multiple EMLAS accredited properties with the same proposed licence holder	£390.00 for first property then £280.00 per property thereafter
Property with more than 6 lettable rooms	One of the above charges, plus £10.00 per additional room
Change of Licence Holder (Variation)	110.00

- **Change of Licence.**

If you purchase a property with an existing HMO licence, you will need to complete a licence application form. However, you will be charged at the variation rate.

If you are selling your property and you have had a licence issued, you will not be entitled to a refund.

- **Changes to the information provided in your application.**

Confirmation of any changes to the information provided will be required from you in writing.

Where there is a reduction in occupancy and no licence would be needed, we advise that you keep your licence. This means if you increase the number of occupiers, your licence is still valid.

Other changes should be discussed with the officer dealing with your case.

If you have any other queries, you can email us on private.housing@charnwood.gov.uk or call us on 01509 634651.