

House in Multiple Occupation (HMO) Licence Not Required Notification Form

Property address:

Postcode

Your name:

Your address:

Postcode:

Your phone: Your email:

A House in Multiple Occupation must have a licence if:

- there are five or more occupiers, living as more than one household **and**
- the occupants share a basic amenity such as a bathroom, a toilet and/or cooking facilities.

Please complete this form if:

- the property does not require a licence
- or**
- the property will not require a licence once the current licence expires
- or**
- you are no longer responsible for the property.

If the property becomes, or will become, a licensable HMO in the future, then you must submit a complete licence application before the property is occupied by five or more people.

A complete HMO application includes:

- a fully completed application form, signed and dated,
 - a reasonably accurate plan of the property, indicating room dimensions, the position of the standard amenities, the location of any smoke detectors, and the location of any fire doors,
 - a current gas safety certificate (if the property has a gas supply),
- and**
- payment of the correct licence fee.

If you do not submit a complete application before the property becomes licensable, you are committing a criminal offence.

Why does the property not require an HMO licence?

Please choose the statement that applies to you:

I do not need to submit a new HMO Licence application

I do not need to renew my existing HMO Licence

Please tick all relevant boxes:

1. The property will be occupied as a House in Multiple Occupation (HMO), but to less than five occupiers. I have no intention of it becoming occupied by five or more persons.
2. The property has been converted entirely into self-contained flats, each having their own bath or shower, toilet, and kitchen, which are behind a locked entrance door to the flat.
3. The property will only be let to a single household. I have no intention of renting the property as a licensable HMO.
4. The property will only be occupied by myself or my family. I have no intention of renting out the property as a licensable HMO.
5. The property is currently undergoing renovation, and I have no intention, in the future, of renting out the property as a licensable HMO.
6. The property is vacant or currently undergoing renovation and I will apply for a licence prior to the property becoming a licensable HMO.
7. The property is currently vacant, and I have no intention of renting out the property as a licensable House in Multiple Occupation in the future.
8. The property is managed or controlled by a Registered Provider (an organisation registered with the Homes and Communities Agency)
9. The property is currently for sale and I anticipate that the sale will be completed before the current licence expires.
10. The property is no longer owned or managed by me.

If none of the above, please attach a separate sheet with an explanation

The new owner or manager is:

Name:

Address:

Postcode: Phone:

Declaration

I confirm that the information given is true to the best of my belief and knowledge.

Name:

Signature: Date:

Please print, sign and return this form to: **Place Directorate, Private Rented Services, P.O. Box 16589, Birmingham B2 2JB**

The information you provide is confidential and subject to the requirements of the Data Protection Act 1988. This personal data will be held and processed by Birmingham City Council for the purpose of improving housing standards and monitoring private sector housing