

# Temporary Exemption from Selective Licensing Application Form

## General Notes

This is an application to Hastings Borough Council under its duty as the local housing authority, to consider the exemption of a Part 3 House from Selective Licensing.

If you have more than one property that requires an exemption, you must submit a separate application for each property. If you require further copies of the form, please contact us at the address below.

A Temporary Exemption Notice (TEN), where agreed, is in force for the period of three months beginning with the date on which it is served. In exceptional circumstances, an application for a further and final three month exemption period may be considered.

If the Local Authority decide not to issue a TEN, we will serve on you a Notice, informing you of:

- our decision
- the reasons for the decision, and the date on which it was made
- the right of appeal against the decision
- the period within which an appeal may be made

## Important, please read

Any statements you make in this application form in respect of the property concerned may be used in evidence at a later date. If we subsequently discover something which is relevant and which you should have disclosed, or you make false or inaccurate statements in your application form, your temporary exemption may be revoked, and the Council may take further action, including prosecution.

## When you've completed the form

Please submit your completed form to:

The Selective Licensing Team  
Hastings Borough Council, Aquila House, Breeds Place, Hastings, East Sussex, TN34 3UY

Tel. (01424) 451031  
or email: [licensingrentedproperty@hastings.gov.uk](mailto:licensingrentedproperty@hastings.gov.uk)

## Data Protection

The information collected on this form will be stored on a computer system registered under the Data Protection Act 1998. We may use the information for the purposes that the Council has registered with the Data Protection Commissioner.

We may also get information about you and any other person mentioned within the application, from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; as permitted by law. These third parties include other government departments, local authorities and other public authorities.

**Signing of this application will be taken as your agreement to any such action.**

In these instructions and the accompanying form and notes, "the Act" means the Housing Act 2004. Unless otherwise stated, all references to sections are to sections of the Act.

## Form SEL-TEN

For office use only

Date Issued

Date Received

Processed by

M3 Reference No.

# Contents

Part 1 – Applicant’s Details ..... 3

Part 2 – Property Details ..... 6

Part 3 – Supporting Evidence..... 6

Part 4 – Declaration, to be completed by all applicants..... 7

# Part 1 – Applicant’s Details

## 1.1 Please indicate who is applying for the temporary exemption

Property owner       Managing Agent       Other

## 1.2 Please give details of the owner of the property to be considered for exemption

Surname ..... First name .....

Address .....

.....

..... Postcode .....

Home tel. no. .... Work tel. no .....

Mobile tel. no ..... Fax no. ....

Email .....

## 1.3 Is the proposed licence holder\* a company, partnership, charity or trust? If Yes, please indicate which, and then continue to Question 1.4 If No, please skip to question 1.6.

Yes (indicate below)       No (skip to Question 1.6)

Company       Partnership       Charity       Trust       RTM

## 1.4 If you answered ‘Yes’ to the previous question, please complete the following details

Company or organization name .....

Address .....

.....

..... Postcode .....

Home tel. no. .... Work tel. no .....

Mobile tel. no ..... Fax no. ....

Email .....

**Please provide the names and contact details of all Directors, Partners or Trustees**

**Person 1**

Director  Partner  Trustee

Surname ..... First name .....  
Address .....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**Person 2**

Director  Partner  Trustee

Surname ..... First name .....  
Address .....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**Person 3**

Director  Partner  Trustee

Surname ..... First name .....  
Address .....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**Person 4**

Director  Partner  Trustee

Surname ..... First name .....  
Address .....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**Please provide details of the Company Secretary (if applicable)**

Surname ..... First name .....  
Address .....  
.....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**1.5 Please provide the name and address to which all correspondence should be sent, if this is different from above**

Company or organization name .....  
Address .....  
.....  
..... Postcode .....  
Home tel. no. .... Work tel. no .....  
Mobile tel. no ..... Fax no. ....  
Email .....

**1.6 Have you previously applied for a Temporary Exemption Notice for this property?**

Yes  No

Date of previous application .....

**Important**

Please ensure that you have provided the correct name and address for the person/company applying for a Temporary Exemption Notice, as this will form the basis of the notice where granted, and will also be the details that are recorded on the public register held by Hastings Borough Council.



## Part 4 – Declaration, to be completed by all applicants

Declaration warning: if you knowingly make a false statement you may be liable to prosecution

Signature: .....

Name: .....

Position: .....

Date: .....

I declare that to the best of my knowledge, information and belief the information I have given above is correct. I am: \*[the applicant] [one of the applicants] [the relevant person (but not the applicant or one of the applicants)] [a relevant person (but not the applicant or one of the applicants)].

*check*

*\*Please delete as appropriate*

### **Data Protection**

The information collected on this form will be stored on a computer system registered under the Data Protection Act 1998. We may use the information for the purposes that the Council has registered with the Data Protection Commissioner. We may also get information about you and any other person mentioned within the application, from certain third parties, or give information to them, to check the accuracy of information; to prevent or detect crime; as permitted by law. These third parties include other government departments, local authorities and other public authorities.

**Signing of this form will be taken as your agreement to any such action.**