

Temporary Exemption from HMO 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 House in Multiple Occupation from HMO Licensing.

If you have more than one property in multiple occupation 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 HMO Licensing Team
Hastings Borough Council, Muriel Matters House, Breeds Place, Hastings, East Sussex, TN34 3UY

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

Data Protection

I understand that the information collected on this form will be stored and processed on a computer system under the General Data Protection Regulation and Data Protection Act 2018, and that the council will use the information for the purposes detailed in the privacy notice at <https://www.hastings.gov.uk/privacy/notices/>. To find out more about how Hastings Borough Council respects and protects your privacy please visit <http://www.hastings.gov.uk/privacy>.

Signing of this application will be taken as your agreement to the above.

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 HMO-TEN	
For office use only	
Date Issued	<input type="text"/>
Date Received	<input type="text"/>
Processed by	<input type="text"/>
M3 Reference No.	<input type="text"/>
Version March 2019	

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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 person controlling the property a company, ‘Right to Manage’ company (RTM), 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

If the company is Right to Manage Company, please give the date on which the right was acquired

Date

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 2 – Property Details

2.1 Please give details of the property for which the Temporary Exemption is being applied

Address

.....

..... Postcode

2.2 How is the property being occupied? (please tick all/any that apply)

- Shared house Bedsits Lodgings
- Self contained flats Hostel Supported accommodation
- Other (please specify)

.....

Number of occupants Number of households

2.3 If the building contains bedsits and/or self contained flats, please indicate the number of units for each

Number of bedsit units Number of self contained flats

2.4 How many storeys are there in the property, including basement?

.....

2.5 Please indicate which of the following facilities are shared by 2 or more households

- Kitchen Bathroom
- Toilet None (all units entirely self contained)

This is the end of Part 2. Please now continue to Part 3.

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*

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