



Does my property need a House in Multiple Occupation (HMO) Licence?

Pre- application form

If you rent out your property to 5 or more persons as their main residence it may be necessary to have an HMO licence; if you/your family live with 3 or more lodgers the property may still need to be licensed. The following helps you determine if you need to apply, **please read the accompanying notes carefully before answering form – terms defined are underlined**. Please note, this is not the licensing application form.

Address: _____

Person providing the information: _____

Date: _____

Contact tel. no. or e-mail address: _____

IT IS NOT NECESSARY TO ANSWER ALL QUESTIONS - SEE TEXT

1. Is the building on 3 storeys or more? Yes / No

Yes

The property may need a licence, go to question 2.

No

The property will not be an HMO, and does not need a licence. Sign form and return.

2. Is the building occupied by 5 or more persons? Yes / No

Yes

The property may need a licence, go to question 3.

No

The property may be an HMO, but will not need a licence. Sign form and return.

3. Are there 2 or more households? Yes / No

(a single person may be a household - see notes)

Yes

The property may need a licence, go to question 4.

No

The property will not be an HMO, and does not need a licence. Sign form and return.

4. Is the living accommodation all in self-contained flats or maisonettes?
(these may be shared) **Yes / No**

Yes

A licence may be needed, go to question 5.

No

The property may need a licence, go to question 7.

5. Does any self-contained flat or maisonette comprise 3 or more storeys?
(for a flat above shop etc see notes) **Yes / No**

Yes

One or more of these may need a licence, go to question 6.

No

The property and/or flats may be HMOs, but will not need a licence. Sign and return form

6. Is there a flat or maisonette occupied by 5 or more persons living in 2 or more households? **Yes / No**

Yes

A licence application must be made for each. Sign form and return.

No

Flat(s) may be HMOs, but a licence will not be needed. Sign and return form.

7. Are one or more basic amenities shared? **Yes / No**

Yes

A licence application must be made. Sign form and return.

No

Go to question 8

8. Has the building otherwise been converted into non self-contained units? **Yes / No**

Yes

A licence application must be made. Sign form and return.

No

Please check your answers as you have made a mistake.

I confirm that the above information is correct, signed: _____

If a licence is needed, please tick the box for an application pack to be sent, otherwise download it from the Borough Council's website:

Please amend / return the form to:
Environmental Health (Community Protection Team)
Great Yarmouth Borough Council
Maltings House, Malthouse Lane
Gorleston
Great Yarmouth NR31 0GY

The Community Protection Team can be contacted on 01493 846478 and via email on: health@great-yarmouth.gov.uk

It should be noted that the information given above provides a likely indication of whether or not a licence is needed, it is not conclusive.

Notes:

Does my property need an HMO Licence – definition of terms:

Main residence includes :-

- accommodation for students undertaking a full-time course of education;
- temporary refuge accommodation following physical violence, mental abuse or threats of such from present or ex wife / husband / co-habitee;
- accommodation for migrant or seasonal workers provided by employer, agent or employee even if no rent is payable;
- accommodation for asylum seekers or dependents provided under the Immigration and Asylum Act 1999 and funded by the National Asylum Support Service.

Storey includes :-

- those used wholly or partly for living accommodation;
- those used in connection with the living accommodation eg meter position, boiler position, storage, laundry facilities, stairway (not shared). attics and basements:
 - used wholly or partly for living accommodation;
 - constructed, converted or adapted for living accommodation;
 - where connected to the living accommodation by an internal stairway and used by tenants as part of the property eg storage (including cellar), laundry facilities or main access route into HMO (basement);
- commercial parts of the building eg shop, office, store etc:
- all storeys other than basements; mezzanine floors:
 - a floor at a different level to those of the main building that results in one or more floor levels in the building being 4.5m or more above ground level (includes the floor of any habitable room eg bedroom, living room, dining room, kitchen/diner).

Person :-

- anyone occupying the property regardless of age.

Household includes :-

- a person living on their own;
- each person living in a group who is from a different family (see below for 'family'),
- a family eg comprising husband, wife, partner, child, stepchild, step-parent, grandchild, grandparent, brother, sister, half-brother, half-sister, aunt, uncle, niece, cousin;
- a family with a person placed under Fostering Services Regulations;
- a family or single person together with anyone in domestic employment where no rent is paid eg au pair, nanny, nurse, carer, governess, servant, chauffeur, gardener, secretary, personal assistant – includes their family members;
- an adult placement carer under the Adult Placement Schemes Regulations and not more than 3 service users.

Basic amenities :-

- toilet, bath / shower, wash basin and cooking facilities.

Self-contained flat :-

- a flat behind a front door with all basic amenities, none of which are shared with persons from other units of accommodation, this could be on more than one floor ie a maisonette.

Converted property :-

- where non self-contained accommodation has been provided since original construction eg buildings with one or more flats with rooms either side of a shared landing or flats with facilities outside the main living accommodation. The property may also contain self-contained flats and shared accommodation.
- a property containing both shared accommodation eg bedsits and self-contained unit(s).