

Southend-on-Sea Borough Council

Housing Act 2004, Part 2

House in Multiple Occupation (HMO)

Application to Vary a Mandatory Licence

For queries regarding the licence or assistance completing this application form please contact PrivateSectorHousing@southend.gov.uk by email or telephone 01702 534559

HMO Property Address	
Postcode	

I REQUEST SOUTHEND ON SEA BOROUGH COUNCIL VARY THE LICENCE FOR THE ABOVE-NAMED LICENSED HOUSE IN MULTIPLE OCCUPATION TO ACCEPT CHANGE OF MANAGER TO THE PERSON/COMPANY NAMED BELOW.

Please list below arrangements in place to ensure the manager is properly resourced to undertake management of the property OR specify in full the reasons why a variation is requested. Supporting documents can be enclosed with your application.

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Signed: _____

Print name: _____

Position: Licence holder

Date: _____

Signed: _____

Name: _____

Position: Owner

Date: _____

PROPOSED MANAGER

N.B. If the Manager is a company, please enter its registered address below

Title		Manager's full name		
Company name				
Manager's home address				
Postcode				
Email address				
Telephone number(s)			Date of Birth	
Please list below any landlord accreditation schemes the Manager is a member of				membership number
Please list below other relevant property management experience or training.				

Have you or any person who will be involved in the management of the property:

	Yes	No
Fraud or dishonesty		
Violence		
Drugs		
Offences under Schedule 3 of the Sexual Offenders Act 2003		

If yes please give details:

Name of offender	
Date of hearing	
Actual charge	
Penalty imposed	
Any information you wish the Council to consider by way of mitigating circumstances	

Have you or any person who will be involved in the management of the property been found by a tribunal or court to have:

Practised unlawful discrimination on the grounds of sex, colour, race, ethnic or national origins or disability in or in connection with the carrying on of any business?

YES

NO

If you have answered yes please give details:

Name of offender	
Date of hearing	
Actual charge	
Penalty imposed	
Any information you wish the Council to consider by way of mitigating circumstances	

Have you or any person who will be involved in the management of the property any contravention of any enactment relating to housing, public health, environmental health or landlord and tenant law, which led to civil or criminal proceedings resulting in a judgement being made against you?

YES

NO

If you have answered yes please give details:

Name of offender	
Date of hearing	
Actual charge	
Penalty imposed	
Any information you wish the Council to consider by way of mitigating circumstances	

Have you or any person who will be involved in the management of the property ever:	Yes	No
Failed to comply with a Housing Act Notice (requiring works etc) served by the local authority?		
Had works in default carried out by the local authority on a property?		
Acted in contravention of any relevant approved code of practice (i.e. a code of practice issued by the Government relating to the management of HMOs)?		
Been refused a licence for a HMO?		
Breached the conditions of a HMO licence?		
Been subject to a Control Order (Housing Act 1985, s379)?		
Been subject to an Interim Management Order?		
Been subject to a Final Management Order?		

If you have answered yes please give full details:

DECLARATION

Please note that it is a criminal offence to give false or misleading information on this application form.

- 1) I/we declare that the information above is correct to the best of my/our knowledge. I/we understand that I/we commit an offence if I/we supply any information to a Local Housing Authority in connection with any of their functions under any of Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I/we know is false or misleading or I/we are reckless as to whether it is false or misleading.

- 2) I/we hereby authorise Southend Borough Council to investigate my/our background and criminal record for the purposes of evaluating whether I/we are suitable to be involved with the licence and or management of the House in Multiple Occupation. I/we understand that Southend Borough Council will utilise outside organisation/s to assist it in checking such information.

Signed: _____

Name (Print CAPITALS): _____

Position: _____

Date: _____

This form and any supporting documentation can be printed and sent to us at:

Private Sector Housing Team
Southend-on-Sea Borough Council
5th Floor Civic Centre
Victoria Avenue
Southend-on-Sea
Essex
SS2 6ER

Or by email to PrivateSectorHousing@southend.gov.uk specifying for the attention of Private Sector Housing