

Housing Act 2004

Application to Vary: House in Multiple Occupation (HMO) Licence.

This form must be completed to apply to vary an existing Mandatory HMO licence, or to notify the local authority of a change of information for an HMO licence application that may be still in progress.

If you have more than one house in multiple occupation you will need to complete a separate variation application form for each property.

Please be advised that a variation cannot be granted for a change of owner as HMO licences are non-transferable; in these circumstances the local authority would require a new complete HMO licence application form to be submitted with all required documents and full application fee.

Notes - You must ensure that you provide all required information about the nature of the variation, and any relevant changes in circumstances.

Submission of this form will be taken as the agreement of the licence holder to the variation being requested in accordance with the Housing Act 2004, Schedule 5 (17).

If the local authority agrees to the variation, a decision will be issued taking effect on the appropriate date, and no prior notice or appeal period will be given.

Fees - There is no charge for a Variation of an existing HMO Licence. Once your application to vary a licence has been assessed an officer will contact you.

Completing the form - Please complete this form using BLOCK CAPITALS and black ink. If this form is not fully completed - it will not be processed. If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the application.

- You are also required to complete an up-to-date Fire Safety Risk Assessment and a Fit and Proper Person Declaration.
- A sketch plan of the property must be submitted where the property has been altered from the first application previously registered.

If you wish to find out more, please contact us on Environmental Health Business Support team 01923 278503 or by email at hmo@watford.gov.uk . To find out more about this service visit <https://www.watford.gov.uk/licensing-3/licensing-houses-multiple-occupation-hmos> .



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DATA PROTECTION

Any data that you provide will be stored and processed by Watford Borough Council or its appointed agents in accordance with the law.

Information collected may be shared with other Council departments and/or organisations the Council works with who assist us in the performance of our functions. It may also be shared with outside organisations such as the Police, DWP, and County Council, to prevent and detect crime. It may be shared with insurance companies and bodies responsible for auditing or administering public funds for the prevention and detection of fraud.

Further information on the Council's obligations to safeguard your personal information and your rights on accessing data held about you can be found on the Council's website here:

<https://www.watford.gov.uk/privacynotice> or by telephoning 01923 278000.

Submit your completed form to:
Watford Borough Council, Environmental Health & Licensing
Town Hall, Watford, WD17 3EX
Tel: 01923 278 503
hmo@watford.gov.uk



SECTION A – Property details	Guidance notes
<p>Please enter the address of the property to which this application refers to:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode:.....</p>	
<p>Licence Reference Number:</p> <p>.....</p>	Provide the existing HMO Licence reference number.
<p>Date of issue of the existing HMO Licence :</p>	
SECTION B – Applicant Details	
<p>Full Name :</p> <p>.....</p>	
<p>Address :</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode:.....</p>	
<p>Contact Information:</p> <p>Telephone/Mobile:</p> <p>Email Address:.....</p> <p>Other:</p>	



Please describe your interest in the property (e.g. Licence Holder/Managing Agents/Freeholder)

Other:

Reason for Variation.

Please tick the option that best describes the nature of the variation:

- Change of licence holder's address
- Change of number of occupants
- Change of manager's address
- Change of number of households
- Change/appointment of manager
- Change in amenities
- Request variation of conditions
- Other – please state reason
- Change of name (marriage/divorce/deed poll)

If a manager is being appointed, who was not named on the original application form, please give their name and contact details here:

Name of manager (if the manager is a company, please give company name also):

Company Name:.....

Name:.....
(of person being appointed as manager)

Telephone/Mobile:

Email Address:.....

Other:



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If a new manager is being appointed, they must also complete Section 4: Fit and proper person declaration. They must also sign declaration 3 at the end of this form, to confirm that they agree to being the manager of this licensed HMO.

Please describe the effect of, and/or reasons for the variation being requested.

Please describe the nature of the proposed variation below and attach any supporting documents to the application form.

If requesting a variation to one or more conditions, please ensure you state the number/reference of the conditions concerned.



Section C. Fit and proper person declaration (only for new managers)

C.1 Do you:

- a. have any unspent convictions that may be relevant to your fitness to manage the property, and;
- b. have any such convictions for offences relating to fraud or other dishonesty, violence, drugs or sexual offences listed in Schedule 3 to the Sexual Offences Act 2003?

- Yes
- No

C.2 Has a finding by a court or tribunal ever been made against you for practising unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business?

- Yes
- No

C.3 Have you ever contravened any provision of any laws relating to housing, public health, environmental health, planning control, fire safety or landlord and tenant law which led to civil or criminal proceedings resulting in a judgement being made against you?

- Yes
- No

C.4 Do you own or manage, or have ever owned or managed, any property which has been the subject of an interim or final management order or a special interim management order under the Housing Act 2004?

- Yes
- No

C.5 Do own or manage, or have ever owned or managed, any property which has been the subject of: a. a control order under section 379 the Housing Act 1985 in the five years preceding this application b. any appropriate enforcement action under the Housing Health and Safety Rating System (HHSRS) described in Part 1 of the Housing Act 2004?



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- Yes
- No

C.6 Do you own or manage, or have ever owned or managed, a property for which a local authority has refused to grant a licence under Parts 2 or 3 of the Housing Act 2004?

- Yes
- No

C.7 Do you own or manage, or have ever owned or managed, a property for which a local authority has revoked a licence in consequence of the licence holder breaching the conditions of the licence under Parts 2 or 3 of the Housing Act 2004?

- Yes
- No

If you have answered YES to any of the above questions, please provide further details such as names, dates and property addresses below:

Section D. Declarations

- If an HMO licence is currently in force, the licence holder(s) must sign declarations 1 and 2.
- If a new manager is being appointed, who was not named on the original application form, they must also sign the fit and property person declaration in Section C above and declaration D below to confirm that they agree to be named as the manager of the property on the licence.
- If a new person is to be named as being bound by the conditions of the licence, they must also sign declaration 4 (even if they have also signed as the manager).
- In the case of partnerships or trustees, all partners or trustees must sign. In the case of a limited company, the form must be signed by a director or company secretary or other authorised officer, in which case we will require proof of authority.

Declaration 1 (for existing licence holders only)

I/we, being the house in multiple occupation licence holder(s), hereby apply to vary the licence specified in Section 1 of this form, under Schedule 5, Paragraph 17 of the Housing Act 2004.

I/we understand that submission of this form shall be taken as the agreement of the licence holder(s) to the variation being requested, and that if the authority agrees to the variation, a decision will be issued taking effect on the appropriate date, and no prior notice or appeal period will be given.

Licence holder(s)

Signed :	
Print Name:	Date:
Signed :	
Print Name:	Date:



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Declaration 2.

I/We declare that the information contained in this application 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 the Housing Act 2004, that is false or misleading, and which I/We know to be false or misleading, or am/are reckless as to whether it is false or misleading.

Licence Holder (s)

Signed :	
Print Name:	Date:
Signed:	
Print Name:	Date:

Declaration 3 (to be signed by a newly appointed manager).

I/We declare that the information contained in this application 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 the Housing Act 2004, that is false or misleading, and which I/We know to be false or misleading, or am/are reckless as to whether it is false or misleading.

Appointed Manager

Signed :	
Print Name:	Date:
Signed:	
Print Name:	Date:



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Declaration 4 (to be signed by a person agreeing to be bound by the conditions).

I/We understand that my/our signature here confirms my/our agreement to be jointly liable, with the named licence holder, for ensuring that the terms and conditions of the licence are adhered to.

I/We understand that by giving such agreement, I/we may be liable to prosecution if I/we knowingly, and without reasonable excuse, permit the property to be operated otherwise than in accordance with the terms of the conditions attached to the licence.

Signed :	
Print Name:	Date:
Signed:	
Print Name:	Date:

Section E. General

Public Register - The local authority has a duty under the Housing Act 2004 to maintain a public register of all licensed properties in the borough, temporary exemption notices issued (relating to property licensing) and management orders. Details of the licence holder and manager (if applicable) will appear on this register.

Communications - The local authority may contact you to advise you of local schemes or incentives that either you or your tenants may benefit from e.g. grant funding for certain works. If you wish to receive such information, please tick the box.

Electronic Communication- Where an applicant has provided an email address the local authority may serve legal notices/documents by email in accordance with section 247 of the Housing Act 2004. If you agree to the service of such notices/documents by email, please tick the box.

Please return this completed application form and any supporting documentation to: **Watford Borough Council, Environmental Health & Licensing, Town Hall, Watford, WD17 3EX. Tel: 01923 278 503. Email: hmo@watford.gov.uk .**