

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

APPLICATION FOR VARIATION OF HMO LICENCE

In order for the Local Authority to consider your request to vary your HMO Licence, please complete the following questions. If your variation request relates to the management arrangements for the property, your Manager will also need to complete and sign Section 5 of this form.

SECTION 1 – To be completed in all cases

1.1 Address of Licenced HMO: _____

Postcode: _____

Existing Licence Number: _____

1.2 Licence Holder

Name: _____

Address: _____

Postcode: _____

Email: _____

Daytime Tel No: _____ Mobile: _____

SECTION 2 – To be completed if there is an increase in maximum number of occupiers.

2.1 Maximum number of occupiers on existing Licence: _____

2.2 Maximum number of occupiers requested under this variation: _____

2.3 Please describe rooms in property to be used by additional occupiers (e.g. first floor rear room, etc.)

2.4 Please describe additional amenities for use by additional occupiers (e.g. number and location of bathrooms, WCs, kitchen facilities)

SECTION 3 – To be completed if there is a change in address or other contact details (NB: an HMO Licence cannot be transferred from one person to another. If there is to be a change in Licence holder, please complete a new HMO Licence Application).

3.1 Name: _____
Address: _____
Postcode: _____
Email: _____
Daytime Tel No: _____ Mobile: _____

Licence holder / management / key holder
(please delete as appropriate and use additional sheets if necessary)

SECTION 4 – To be completed if there are substantial changes to the layout or accommodation within the property.

4.1 Please describe the changes to the property below and enclose a layout plan on a separate sheet of paper (does not have to be to scale but should accurately reflect the changes proposed).

SECTION 5 – To be completed if there is a change in management arrangements

5.1 Proposed Manager

Name: _____
Company represented (if applicable): _____
Address: _____
Postcode: _____
Email: _____
Daytime Tel No: _____ Mobile: _____

5.2 Fit and Proper Persons

Before the Local Authority can grant the Licence, it must determine whether the proposed Licence holder and any manager of the house is a fit and proper person.

For this purpose, the following matters are relevant:

- a) Any unspent convictions involving:
 - Fraud or other dishonesty
 - Violence or drugs
 - Any offence listed in Schedule 3 to the Sexual Offences Act 2003.

- b) Details of any finding by a Court or Tribunal of unlawful discrimination on the part of the proposed Licence holder or Manager on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business.

- c) Details of any contravention on the part of the proposed Licence holder or Manager of any provision 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 the proposed Licence holder or Manager.

Please note that persons mentioned above may be subject to checks with the Disclosure and Barring Service and cross checks with other regulatory bodies. Signing of this form will be deemed to be consent for any such checks.

5.3 If any of the above apply to the proposed Manager, details should be provided below (please note that the provisions of the Rehabilitation of Offenders Act 1974 applies in respect of 'spent' convictions).

5.4 Does the proposed Manager own or have they ever owned a property for which a Local Authority has refused to grant a similar Licence or revoked a similar Licence? Please state the name of the Local Authority and address of properties.

5.5 Does the proposed Manager own or have they ever owned a property which has been the subject of an interim or final management order under the Housing Act 2004? Please state name of Local Authority and address of properties.

5.8 I, as **Manager** for the property, declare that I agree with the information given above as it relates to me and my management of the property and understand that I must comply with the HMO Management Regulations applying to the property.

Name (print): _____

Company represented: _____

Signature: _____ Date: _____

5.9 I, as **Licence holder** for the property, declare that the information above is correct to the best of my knowledge. I understand that I commit an offence if I 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 know is false or misleading and I am reckless as to whether it is false or misleading.

Name (print): _____

Signature: _____ Date: _____

Both the Licence holder and Manager should sign the declaration returning the completed form to the address at the end of the form in order for your application to be considered. By signing this form you are accepting the Data Processing Notice below.

In order to meet the obligations of Part 2 of the Housing Act 2004, the Local Authority must establish and maintain a register of all licences granted by them. The register must contain prescribed particulars and the contents of the register must be available to members of the public for inspection. Copies of the register; or extracts from it, must be supplied to a person requesting such and may be subject to payment of a reasonable fee.

A compact version of the register (without the Licence holder's and Manager's name and address) is published on the Local Authority's website www.bradford.gov.uk

Bradford Council is the data controller for the personal information you provide on this form. We are collecting this information as part of our obligation under the Housing Act 2004. Your information will be used to help us fulfil our legal obligation and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law.

Data protection law describes the legal basis for our processing your data as necessary for compliance with a legal obligation. For further information about how Bradford Council uses your personal data, including your rights as a data subject, please see our corporate privacy notice on our website (www.bradford.gov.uk).