

## Housing Act 2004 Part 2 – Section 62

### APPLICATION FOR TEMPORARY EXEMPTION NOTICE

Your surname  Forename

Date of birth

Correspondence Address

  

Postcode

Contact Telephone Number

Address of Property  
(for which a temporary  
exemption notice is  
requested)

  

Postcode

You are the:

Owner

Manager

Description of the property:

Detached

Semi detached

Residential block

Terrace

Back to Back

Other (please describe) \_\_\_\_\_

How many storeys – Above ground level (include ground floor  
and habitable attics)

Below ground level  
(include habitable basements)

Commercial parts

Total no of storeys

Please tick the box which best describes the type of arrangement for living within the property:

Bedsit

Shared

self-contained flats





## **Guidance**

A person having control of or managing a House in Multiple Occupation (HMO) which is required to be licensed, but is not so licensed, must not do so without a Temporary Exemption Notice (TEN). A TEN may be served on the applicant where the Council is satisfied that particular steps will be taken to secure that the property is no longer required to be licensed.

The issue of a (TEN) exempts that property from being licensed for a period of 3 months (from the date the notice is served).

Should the Council decide not to serve a TEN it will notify the applicant of its decision, the reasons for it and also information concerning the right of appeal

## **Meanings:**

### **Bedsit**

Houses occupied as individual rooms. Bedsits or flatlets where there is normally some exclusive occupation and some sharing of amenities, usually bathroom and/or watercloset. Each occupier lives other wise independently of others.

### **Shared accomodation**

Houses occupied on a shared basis by persons who may be of a defined social group. The occupiers each enjoy exclusive use of a bedroom but would share other facilities including a communal living space.

### **Selfcontained Flat**

A house or other buidings that by erection or conversion comprise dwellins that are self-contained, but the dwelling have access via a single 'front door' from a common area. There is no sharing of amenities with the occupiers of the neighbouring dwellings.