



Daventry District Council
Request for Variation to House in Multiple Occupation (HMO) Licence

Full Name of Licence Holder	
Address of Licenced House in Multiple Occupation	
Date of issue of current licence	
Current Licence number	
Variation requested: <i>E.g. Change from 4 person household to 5 person household</i>	
Justification for variation <i>E.g. It is proposed to enlarge room 3 to achieve a floor area of 6.8m² to permit its use as a single room by rebuilding the partition wall to room 4. This will retain a floor area in room 4 of 8.5m².</i>	

Full details including plans to illustrate the proposals should be submitted along with this form and including the details of sanitary and kitchen facilities which will be provided.

A copy of the current Gas Safety Certificate must be submitted with this application. Copies of other certificates (Electrical, Fire Alarm, Emergency Lighting, PAT testing) will be required to be submitted within 28 days of issue of any revised licence if not submitted with this application.

I apply for the variation detailed above and declare that no changes have taken place since the original application which would be likely to affect my being considered to be a fit and proper person to hold a HMO licence. **I understand that any varied licence issued will retain the expiry date of the current licence.**

Signature of Licence Holder.....

Address of Licence Holder.....

.....**Date:**.....

Telephone number:.....**e-mail address**.....

Please return completed form to Environmental Improvement Team, Daventry District Council, Lodge Road, Daventry NN11 4FP or email to environmentalimprovement@daventrydc.gov.uk.

Please note: The Council may need to request additional information in respect of your variation before any changes can be considered

May 2019

Guidance Notes

Your proposal to change the conditions of a HMO Licence is made under section 69(1)(a) of the Housing Act 2004. That section allows for the Licence Holder and the Council to agree to changes to HMO Licence Conditions already granted.

Apart from the Conditions required by statute, there is no limit to what can be changed provided both parties consent to the changes. The purpose of making changes is to relieve or remove a legal obligation on the Licence Holder. Typically, the changes may involve an extension of the time allowed to carry out works or to permit a change in occupancy rates.

Your proposal will be considered and, if necessary, we may seek further information from you. The case officer may visit the house and discuss alternatives with you.

When an informal agreement has been reached, a new set of Conditions will be sent to the Licence Holder. We will include a schedule to show how the old Conditions have been varied. Also included with that letter will be an Acceptance Note that must be signed and returned to show that the Licence Holder has consented to the new Conditions.

The varied Conditions will take effect only when we have received the Acceptance Note.

Fee

There is no application fee for this proposal.

Public Register

Each Licence must be listed in the Register of HMO Licences, which is available for inspection by the public at all reasonable times. It includes your name and address.

Do you need more help?

If you need help with your proposal please contact:

HMO Licensing Officer,
Environmental Improvement,
Daventry District Council,
Lodge Road,
Daventry,
NN11 4FP.

Telephone: 01327 871100

Email: environmentalimprovement@davenrtydc.gov.uk

If you need a translation, a larger print version, or a copy of this publication in another format please contact the HMO Licencing Officer at the address given above.

Independent Legal Advice

These notes are for guidance only. You should ask your solicitor or independent legal advisor to explain the law and what you are required to do under the Housing Act 2004.

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