



## Application for Variation of a licence for a licensable house in multiple occupation (HMO) issued under Part 2 of the Housing Act 2004

Please complete this form if you wish to apply for a variation to a licence for a licensable house in multiple occupation (HMO) issued under Part 2 of the Housing Act 2004 (the Act). You must complete this form fully; do not leave any lines blank. A separate application must be made for every property where you want to vary the licence. If you require any assistance in completing this form, or you require additional forms, please contact the Resource Team on 03450 450 063 or by e-mail at [env.health@scamb.gov.uk](mailto:env.health@scamb.gov.uk).

<b>Section One: Owner Details</b>			
Title:		Date Of Birth:	
Forename(s):		Surname:	
Address:	Post Code:		
Telephone/Mobile:			
E-Mail/ Fax:			

<b>Section Two: Manager/ Managing Agent Details</b>			
Title:		Date Of Birth:	
Forename(s):		Surname:	
Address:	Post Code:		
Telephone/Mobile:			
E-Mail/ Fax:			

**Section Three: Details of licensed property**

Address of property:	Post Code:
Are you the registered property owner?	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If <b>No</b> , please supply the owner's name and address:	Post Code:
Date the current licence was issued.	

**Supporting Information:**

Please provide a detailed explanation of the variation(s) to the licence that you are applying for. Attach additional sheets, if necessary.

**NOTE**

If the Council decides to vary the licence of its own accord or, having received an application does not agree to the variation(s) requested, the applicant will be informed of:

- a) the decision,
- b) the reason for the decision and the date on which it was made,
- c) the right to appeal against the decision,
- d) the period within which an appeal may be made.

The person concerned may appeal to the Residential Property Tribunal against the decision within a period of 28 days beginning on the date that the refusal was made.

**Section Four : Declaration**

**Note To Applicants:**

Please note that it is a criminal offence to knowingly supply information, which is false or misleading for the purposes of obtaining a variation to a licence. If it later transpires that you have omitted any relevant information to support your application or you have made any false statements or misrepresentations, the variation may be refused and other appropriate action taken.

**Declaration:**

I/We declare that the information contained in this application is correct and 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.

I/We understand that should any circumstance referred to in this application change, that I/ we must inform South Cambridgeshire District Council as soon as is practicable. I/We understand that information supplied with this application will be stored in accordance with the principles of The Data Protection Act 1998 and will only be shared with other relevant bodies, including other local authorities and Government Agencies, where legally necessary.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

In the case of partnerships or trustees, all partners/trustees must sign. In the case of a limited company, this application must be signed by a Director or Company Secretary or other authorised officer, in which case, we will require proof of authority.

**Please return this application form to:  
Resources Team, South Cambridgeshire District Council,  
Cambourne Business Park, Cambourne, Cambridgeshire, CB23 6EA**

**In accordance with the Housing Act 2004 please note the following :**

**Section 238 - False or misleading information**

- (1) A person commits an offence if —
  - (a) he supplies any information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part of the Act,
  - (b) the information is false or misleading, and
  - (c) he knows that it is false or misleading or is reckless as to whether it is false or misleading.
- (2) A person commits an offence if—
  - (a) he supplies any information to another person which is false or misleading,
  - (b) he knows that it is false or misleading or is reckless as to whether it is false or misleading, and
  - (c) he knows that the information is to be used for the purpose of supplying information to a local housing authority in connection with any of their functions under any of Parts 1 to 4 or this Part of the Act.
- (3) A person who commits an offence under subsection (1) or (2) is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) In this section “false or misleading” means false or misleading in any material respect.