

Transactions and Universal Services

Southampton City Council
Civic Centre
Southampton
SO14 7LY



Mr J Orford
75 Oxford Road
Abingdon
OX14 2AB

Direct dial: 023 8083 3006 (option 6)
Email: hmo@southampton.gov.uk
Our ref: 19/09088/HOUENQ
Date: 24th September 2019

Dear Mr J Orford

RE: HOUSING ACT 2004 – HMO LICENSING
First Floor Flat 10 Rigby Road Southampton
SO17 2EU

Our records show that you are the owner or landlord of the above property. All HMO properties which are let to three or more people forming two or more households within designated wards must be licensed by Southampton city council. This is in addition to the mandatory HMO licensing scheme which requires all HMOs with five or more occupants across the whole city to be licensed.

Southampton city council has two additional licensing schemes for HMO. The schemes apply to the following wards:

- Designation 2 applies to HMOs in the wards of Bassett, Freemantle, Millbrook and Shirley and commenced on 20 October 2015.
- Designation 3 applies to HMOs in the wards of Bargate, Bevois, Portswood and Swaythling and commenced on 1 October 2018.

If your property meets one of the above criteria you will need to submit an HMO licence application. It is the owner's responsibility to advise the city council if their property is a licensable HMO. Should you consider that the property you own is not an HMO or you no longer own or manage the property, **please contact us as soon as possible**.

Making an application

You can apply online at www.southampton.gov.uk/HMO. The website also contains more information on the licensing process and the standards that your property is required to meet and the fees payable.

If you are unable to complete online or print your own application please contact us using the details above so that we can send you a copy of the application form.

If your application reaches us within three months of the HMO becoming licensable and your HMO meet all other conditions in full, there are two options available:

1. The Southampton city council HMO all-inclusive (timely and compliant) rate



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- **Pay Online.** You can make your payment online at the same time as completing your online application.
- **Cheque.** You may return your application in the post with a cheque made payable to "Southampton city council".

Additional information required with your application form

In addition to the fee and application form, you will need to submit the following information:

- Current landlord's gas safety certificate (dated within the last twelve months).
- A current domestic electrical condition report (dated within the last five years).
- A certificate of compliance from an independent HMO surveyor, if applying for the landlord independent HMO surveyor timely and compliant rate.

If you are unable to scan and email these documents, please send with your paper application form to the address at the top of this letter.

After you submit your application

Following receipt of your application form, we will check to ensure the following:

- it has been properly and fully completed;
- the stage one application fee of £80 has been received;
- the correct additional documents have been submitted;
- the proposed licence holder is a fit and proper person (as defined in the Housing Act 2004).

Unless you have chosen to submit a certificate of compliance from an independent HMO surveyor, we will contact you to make arrangements to survey your property. This will be to verify the information you have given and to provide advice and information, where needed about meeting the standards required for this type of accommodation.

Where a certificate of compliance has been submitted, we may visit but this would be for quality checking purposes only.

We will invoice you for the outstanding stage two fee in advance of granting the HMO licence, the full payment of which forms part of the licence conditions.

What happens if you don't submit an application?

It is an offence to operate an unlicensed HMO. The city council is actively taking enforcement action against owners of unlicensed HMOs. We may visit your property and gather evidence to use in legal proceedings. If you fail to make a valid application by the time we visit, the council will consider prosecution for failure to licence, which currently has a maximum fine of £20,000.

Please ensure that you complete an online application or return a completed paper application form to us at the above address as soon as possible.

If you have any queries regarding HMO licensing or any problems with making an application, please do not hesitate to contact us.

Yours sincerely



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