

# Notice of Intention to apply for a House in Multiple Occupation (HMO) Licence Under Part 2 of the Housing Act 2004

You must let certain persons know in writing that you intend to submit the HMO licensing application form. The persons who need to know about it are –

- Any mortgagee of the property to be licensed
- Any owner of the property to which the application relates (if that is not you) i.e. the freeholder and any head lessors who are known to you
- Any other person who is a tenant or long leaseholder of the property or any part of it (including any flat) who is known to you other than a statutory tenant or other tenant whose lease or tenancy is for less than three years (including a periodic tenancy)
- The proposed licence holder (if that is not you)
- The proposed managing agent (if any) (if that is not you)
- Any person who has agreed that he will be bound by any conditions in a licence if it is granted.

You must tell each of these persons-

- Your name, address, telephone number and email address
- The name, address, telephone number and email address of the proposed licence holder (if it will not be you)
- Whether this is an application for an HMO licence under Part 2 of the Housing Act 2004
- The address of the property to which the application relates
- The name and address of the local housing authority to which the application will be made
- The date the application will be submitted

A form is attached which you must use for this purpose.

It is recommended that you also forward a copy of your completed application to these people. This will be emailed to you following payment of your licensing fee.

## **Privacy Statement**

How your information will be used:

Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.

The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.

For further details of how we use your information and to understand your rights please visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy) or email [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) to request a full copy of our privacy notice.

# NOTIFICATION OF INTENTION TO APPLY FOR AN HMO LICENCE

Name and Address of person you must notify:

1.	This document is to inform you that I (your full names)	
2.	Of (your address)	
3.	My telephone number is:	
4.	My email address is:	
5.	Intend on (intended date of Application) to apply under Part 2 of the Housing Act 2004 to the London Borough of Barnet	
6.	for an HMO licence in respect of (Address of HMO to be licensed)	
7.	The <b>licence holder</b> will be (if not you)	
8.	Of (licence holder's address)	
9.	The <b>licence holder's</b>	
10.	The <b>licence holder's</b> email address is:	
<b>Signed</b> Licence Applicant(s):		
<b>Date:</b>		