

**Application for a Temporary Exemption Notice
for a HMO under Part 2 of the Housing Act 2004**



This application form must be completed fully and to the best of your knowledge.

A separate application form is required for **every property** that requires a Temporary Exemption Notice.

It is a criminal offence to be in control of, or be managing a House in Multiple Occupation, which is not licensed but is required to be so, and there is no Temporary Exemption Notice in force. It is also a criminal offence to make a false statement in an application for a Temporary Exemption Notice.

Once completed return the signed form **AND** all required supporting documentation to:

POST: Housing Standards Team
Basingstoke & Deane BC
Civic Offices, London Road
Basingstoke RG21 4AH

EMAIL: ehsteam@basingstoke.gov.uk

TEL: 01256 844844

ADDRESS OF THE PROPERTY SEEKING A TEMPORARY EXEMPTION NOTICE:

Number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>

SECTION 1 – APPLICANT DETAILS

First name	<input type="text"/>	Surname	<input type="text"/>
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Address details:

Number	<input type="text"/>
Street	<input type="text"/>
Town	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>

Telephone numbers:

Home	<input type="text"/>	Work	<input type="text"/>
Mobile	<input type="text"/>		

Email	<input type="text"/>
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PLEASE COMPLETE SECTION 2

SECTION 2 – REASON FOR SEEKING A TEMPORARY EXEMPTION NOTICE

Use the space below to provide a detailed explanation why you require a Temporary Exemption Notice for this property.

It is important to include details of what steps you are taking to ensure the property will **permanently cease** to be a licensable HMO. We will require supporting evidence that shows the steps being taken.

(Please submit any supporting documents with your application).

PLEASE COMPLETE SECTION 3

SECTION 3 – DECLARATIONS

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 temporary exemption notice. Evidence of any statements made in this application with regard to the property concerned may be required at a later date. If we subsequently discover something which is relevant and which you should have disclosed or which has been incorrectly stated or described, your temporary exemption notice may be revoked or other appropriate action taken.

I/we declare that the information contained in this application is correct 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 am/are reckless as to whether it is false or misleading.

NAME OF APPLICANT

Signed:

Date:

In the case of partnerships or trustees, all partners or trustees must sign.

In the case of a limited company, the form must be signed by a director or company secretary or other authorised officer, in which case we may require proof of authority.

NOTES:

Conditions of Temporary Exemption Notices

If a Temporary Exemption Notice (T.E.N.) is served on the property it will not require a HMO licence during the period for which the Notice is in force.

A Temporary Exemption Notice lasts for a period of three months, beginning with the date on which it is served.

The Local Authority may serve a second Temporary Exemption Notice if it;

- a) Receives a further application; and
- b) Considers that there are exceptional circumstances to justify the service of a second temporary exemption notice.

No more than two Temporary Exemption Notice will be issued for the same property.



**Basingstoke
and Deane**

Basingstoke and Deane Borough Council

Civic Offices, London Road,
Basingstoke, Hampshire RG21 4AH

www.basingstoke.gov.uk | 01256 844844
customer.service@basingstoke.gov.uk

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