

# Does my property need a House in Multiple Occupation (HMO) Licence?

## Pre-application form

If you let out your property to persons as their main residence it may be necessary to obtain a licence. This does not apply if you let to a single person, two people who are not related or a family. The following helps to determine if you need to apply.

Please note, this is not the licensing application form.

Address of property to be licensed: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Person providing the information: \_\_\_\_\_ Date: \_\_\_\_\_

Contact tel no: \_\_\_\_\_

**1. Is the building on 3 storeys or more?**

**Yes**  
The property may need a licence.  
Go to question 2.

**No**  
the property may be an HMO, but will  
not need a licence. Sign form and return

**2. Is the building occupied by 5 or more persons?**

**Yes**  
The property may need a licence.  
Go to question 3.

**No**  
The property may be an HMO, but will  
not need a licence. Sign form and return.

**3. Is the building divided into self-contained flats<sup>1</sup>?**

**Yes**  
The property may be an HMO, but  
may not need a licence.  
Go to question 4

**No**  
The property may need a licence, go to  
question 6.

**4. Is there a flat occupied by 5 or more persons living in 2 or more households<sup>2</sup>?**

**Yes**  
A licence may be needed, go to  
question 5.

**No**  
The property may be an HMO, but will  
not need a licence. Sign and return form.

<sup>1</sup> each flat has its own bathroom, kitchen and w.c. facilities

<sup>2</sup> households are defined as members of the same family living together including couples (whether or not they are married), relatives and half-relatives or step-relatives, adopted and fostered children. A group of friends sharing a house will not be a single household

**5. Is the self-contained flat situated of 3 or more storeys high?**

**Yes**

A licence application may be necessary. Sign form and return

**No**

A licence will not be needed. Sign and return form.

**6. Are one or more basic amenities shared?**

**Yes**

A licence application must be made. Sign form and return.

It should be noted that the information given above provides a likely indication of whether or not a licence is needed, it is not conclusive.

If you have any queries about this form or you let any other properties within the Isles of Scilly district that may also require a licence please contact the Technical Services Department on 01720 424025

I confirm that the above information is correct. Signed: \_\_\_\_\_

Please return the form to:

Environmental Health/Technical Services  
Council of the Isles of Scilly  
Town Hall  
St Mary's  
Isles of Scilly  
TR21 0LW