



**HEREFORDSHIRE
COUNCIL**

**HEREFORDSHIRE COUNCIL
(REGISTRATION OF HOUSES IN MULTIPLE OCCUPATION)
CONTROL SCHEME 1999**

REGISTRATION APPLICATION FORM

If you have any queries or require any assistance in completing this form, please telephone (01432) 261913/4.

PLEASE COMPLETE ALL APPLICABLE SECTIONS (in BLOCK CAPITALS and in **black ink**)

The information is require by the Council with a view to performing its functions conferred by the Housing Act 1985 (as amended) Part XI.

Failure to make an application to register the property within two months of the date of the declaration of the scheme may result in legal action being taken against you, which may result in a fine not exceeding level 5 on the standard scale.

SECTION A – ADDRESS OF PROPERTY (to which this application relates)	
Postcode: _____	Telephone No.: _____

SECTION B – CHANGE OF OWNERSHIP/RESPONSIBILITIES* (*Delete as necessary)
If the property is no longer owned or managed by you, please give the name and address of the person to whom this form should be addressed.
Name: _____
Address: _____
Postcode: _____ Telephone No.: _____

SECTION C – THE PROPERTY		
Category of Property	Tick Category Applicable	Insert Number of Units
(1) Shared House		
(2) Contains Bedsits		
(3) Contains Flatlets		
(4) Contains Flats		
(5) Hostel		
(6) Building/dwelling other than above Please state:		

Number of storeys Number of living/dining rooms Number of bedrooms

SECTION G – ACCESS

Person to be contacted to arrange access for the purpose of inspection

Name: _____
Address: _____
Postcode: _____ **Tel. No.:** _____

SECTION H – FIRE PRECAUTIONS

What sort of fire precautions and means of escape in case of fire are at the premises e.g. smoke detectors, alarms etc.

SECTION I – CHARGES

FEES PAYABLE

I apply to register the property under The Herefordshire Council (Registration of Houses in Multiple Occupation) Control Scheme 1999.

Registration fee payable under the Control Scheme 1999 is **£60.00** multiplied by the number of lettings (including vacancies).

The property consists of lettings multiplied by £60.00 £.....

Registration fees paid by 1st December, 1999 (i.e. within two months of the declaration of the scheme) will be subject to a 50% discount i.e. £30.00 per letting £.....

TOTAL FEE PAYABLE £ _____

Please make cheques payable to 'Herefordshire Council'.

Receipts will be forwarded by post.

SECTION J – DATA PROTECTION ACT 1984

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisation which handle public funds.

Please note that this information may be processed electronically and used for administrative purposes.

SECTION K – DECLARATION

1. I confirm that the information given in this application, is to the best of my knowledge correct.
2. I have read the Private Sector Housing Section's definition of a fit and proper person and confirm that I have not been subject to any convictions or court orders in relation to those matters listed within the last five years.
3. I agree to notify the Council should there be any changes in the information given.

Signed: _____
Name (please print) _____
Date: _____ Tel. No. _____

This form should be returned to:

**HMO and Enforcement Team,
Private Sector Housing,
Garrick House,
Widemarsh Street,
Hereford.
HR4 9LU**

OFFICE USE ONLY

DATE PAID	RECEIPT No.	METHOD OF PAYMENT				RECEIVED BY	AMOUNT	HMO REG NO.
		CH	CA	PO	MO			