



## Proposal for a Variation

of existing HMO Licence Conditions by consent

1.	DECLARATION	
1.1	<p>To: Housing Enforcement – Specialist Services Eastleigh Borough Council Eastleigh House Upper Market Street Eastleigh SO50 9YN</p>	<p>I HEREBY PROPOSE that the existing HMO Licence Conditions for the house in multiple occupation at:</p> <p>Address:..... ..... ..... Post Code.....</p> <p>HMO Licence Reference Number : .....</p> <p>be varied to take account of the change of circumstances that has occurred since the Licence was granted.</p>
	Signature:	I DECLARE that the information contained in this proposal is correct to the best of my knowledge. I understand that I commit an offence if I supply any information to a local housing authority in connection with any of their functions of any Parts 1 to 4 of the Housing Act 2004 that is false or misleading and which I know is false or misleading or am reckless as to whether it is false or misleading.
	Date:	



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2.	DETAILS OF APPLICANT		
2.1	Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
	Full legal name: (do not give initials)	Forename(s):	
		Surname:	
	Residential Address: (Essential – you must provide this information)	Post Code.	
	Business Address: (If applicable)  Preferred address for correspondence: <input type="checkbox"/>	Post Code.	
	Phone numbers:	Home:  Work:  Mobile:	
Email address:			
2.2	Please select one category to indicate your legal status in this matter		
	I am the Licence Holder <input type="checkbox"/>		
	I have an estate or interest in this HMO <input type="checkbox"/>		
	I manage or have control of this HMO <input type="checkbox"/>		
	I am a person on whom a restriction or obligation is imposed by the Licence in accordance with s.67(5) of the Act <input type="checkbox"/>		



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3.	PARTICULARS OF PROPOSED VARIATION	
3.1	Number of Condition to be varied	Detail of variation proposed <i>and the reasons for making this change</i>
3.2	Further Information	
	Please attach any further information that you believe will help us to decide on the variation requested above. Additional information included <input type="checkbox"/>	



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### Guidance Notes

Your proposal to change the licence & conditions of an HMO Licence is made under section 69(1)(a) and in accordance with the procedural requirements set out in Schedule 5 part 2 of the Housing Act 2004. That section allows for the Licence Holder and the Council to agree to changes to HMO Licence Conditions already granted.

Apart from the Conditions required by statute, there is no limit to what can be changed provided both parties consent to the changes. The purpose of making changes is to relieve or remove legal obligation on the Licence Holder. Typically, the changes may involve an extension of any time periods set for works or to permit change in occupancy numbers.

Your proposal will be considered and, if necessary, we may seek further information from you to help in our consideration of the request. The case officer may visit the property and discuss alternatives with you.

Please note the Council has the right to refuse a requested variation where there is just cause to do so. You will be notified of any intended decision and given an opportunity to provide further representations against the advised intention before a final decision will be made.

### Fee

There is no application fee for this proposal

### Public Register

Each Licence must be listed in the Register of HMO Licences, which is available for inspection by the public at all reasonable times. It includes your name and address.

### Do you need more help?

If you need help with your proposal please contact:

Housing Enforcement – Specialist Services  
Eastleigh Borough Council  
Eastleigh House  
Upper Market Street  
Eastleigh  
SO50 9YN  
Tel: 023 8068 8000

Or enquire on line at:

Website: <https://www.eastleigh.gov.uk/business/licensing-permits-and-registration/house-in-multiple-occupation-licence>