

## Temporary Exemption from mandatory HMO Licensing Application Form

### General Notes

This is an application to Reading Borough Council, under its duty as the Local Housing Authority to consider the exemption of a House in Multiple Occupation (HMO) from mandatory licensing.

**For Office use only**

Date Received:

Reference:

Complete? Yes      No

Further application forms can be obtained from our website at:  
[www.reading.gov.uk/hmo](http://www.reading.gov.uk/hmo)

If you have more than one HMO that requires exemption, you will need to fill in a separate application for each property.

A temporary exemption notice (TEN), where agreed, is in force for the period of three months beginning with the date on which it is served. In exceptional circumstances, on application, a further three months can be granted. Where we do not feel that it is appropriate to issue you with a TEN, we will serve on you a notice informing you of:

- (a) our decision
- (b) the reasons for it and the date on which it was made
- (c) the right to appeal against the decision
- (d) the period within which an appeal may be made

Further 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 may be revoked, or other action taken.

Please return the completed form to:

**Private Sector Housing Team  
Environmental Health  
Reading Borough Council  
Civic Offices  
Bridge Street  
Reading, RG1 2LU**

**PLEASE COMPLETE THIS FORM IN BLACK INK AND BLOCK CAPITALS**

1. Details of the property the Temporary Exemption Notice (TEN) is being applied for. If you are applying for an exemption for more than one property, you must complete a separate application.

Address of Property

Postcode

2. Please indicate who is applying for the Temporary Exemption Notice:

Property owner

Managing Agent

Other

3. Details of the owner of the property to be considered for exemption:

Title

Mr

Mrs

Miss

Ms

Other (please state)

Last Name

First Name(s)

Residential address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

4. If the applicant is a company, partnership, charity or trust, please indicate which and provide the details of ALL responsible persons (e.g. directors, trustees, etc.)

Company  Partnership  Charity  Trust

Name

Registered Address

Postcode

Telephone number

E-mail address

5. Please provide applicant's details, if different from above (e.g. manager):

Title: Mr  Mrs  Miss  Ms  Other (please state)

Last Name

First Name(s)

Registered company address

Postcode

Home telephone number

Work telephone number

Mobile telephone number

E-mail address

6. Please indicate whether you have previously applied for a TEN for this property

NO  YES  If yes, give date of previous application:

7. Please give details below of the steps that you intend to take/are taking with a view to ensuring that the HMO will no longer require a licence (continue on a separate sheet if necessary)

You should provide copies of any written evidence available to support your application.

I am enclosing supporting document(s): Yes  No

### Part 3: Declaration

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 I am/we are reckless as to whether it is false or misleading.

Please ensure that you have provided the name and address for the person/company applying for a Temporary Exemption Notice, as this will form the basis of the notice where granted and will be the details that are recorded on the public register held by Reading Borough Council.

Name:
Signature:
Date:

Name:
Signature:
Date:

### Part 4: Data Protection

The information you provide on this form will be used and stored in accordance with the Data Protection Act 1998 to provide a Housing & Public Health Service. We will use this information to process your application for a licence, develop our service and provide statistical information. We may share your information with other licensing authorities and statutory organisations to help us handle applications, manage the service and prevent fraud. Under the terms of the Act, you have the right to see the information we hold about you.

**If you require this information in large print, please contact us on: 01189 372151**

## Interpretation and Translation Services, Ground Floor, Civic Offices, Reading, RG1 2LU Tel: 01189 372033

Important information is enclosed on the law about licensing houses in multiple occupation (HMOs). If you find it difficult to understand the contents and you would like help with an explanation, please contact our Interpretation and Translation Service at the address shown above. (English)

একের অধিক দখলকৃত বাড়ীর লাইসেন্সের (হেইচ এম ও এস) ব্যাপারে জরুরী তথ্য সংযুক্ত করা আছে। আপনার যদি এই তথ্যের সারমর্ম বুঝতে অসুবিধা হয় এবং বিস্তারিত বর্ণনা করার জন্য সাহায্যের দরকার হয় তাহলে আমাদের ইন্টারপ্রিটেশন এ্যান্ড ট্রান্সলেশন সার্ভিসের সাথে উপরের ঠিকানায় যোগাযোগ করুন। (Bengali)

બહુ માળી રહેણાંક (HMOs) વાળા મકાનો માટે જરૂરી કાયદાકીય વિગત આ સાથે મોકલાવવા મા આવેલ છે. જો તમને આ વિગત સમજવા માટે મુશ્કેલી પડતી હોય અને તે માટે મદદની જરૂર હોય, તો ઉપર જણાવેલ અમારા ઇન્ટરપ્રિટેશન અને ટ્રાન્સલેશન સર્વિસનો કૃપયા સંપર્ક કરશો. (Gujrati)

अधिक किराएद्वारों (HMOs) वाले घरों के लाइसेंसिंग कानून के बारे में जरूरी जानकारी इस में बंद है। यदि आपकी विषय समझना कठिन लगता है और इसकी व्याख्या के लिए सहायता चाहते हैं तो, कृपया हमारे द्विभाषी तथा अनुवाद विभाग से ऊपर लिखे पते पर संपर्क करें (Hindi)

ਜ਼ਿਆਦਾ ਕਿਰਾਏਦਾਰਾਂ (HMOs) ਵਾਲੇ ਮਕਾਨਾਂ ਦੇ ਲਾਇਸੈਂਸਿੰਗ ਕਾਨੂੰਨ ਬਾਰੇ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਇਸ ਵਿੱਚ ਬੰਦ ਹੈ। ਜੇ ਤੁਹਾਨੂੰ ਵਿਸ਼ਾ ਸਮਝਣਾ ਮੁਸ਼ਕਿਲ ਲਗਦਾ ਹੈ ਅਤੇ ਇਸਦੀ ਵਿਆਖਿਆ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਦੁਭਾਸ਼ੀ ਅਤੇ ਤਰਜਮੇ ਵਿਭਾਗ ਨੂੰ ਉੱਪਰ ਲਿਖੇ ਸਰਨਾਂਵੇ ਤੇ ਸੰਪਰਕ ਕਰੋ। (Punjabi)

ایسے مکانوں جن میں زیادہ کرایہ دار رہتے ہیں (HMOs) کیلئے لائسنس حاصل کرنے کے بارے میں قانون سے متعلق اہم معلومات منسلک ہیں۔ اگر آپ کو ان مندرجات کو سمجھنے میں دشواری پیش آتی ہے اور آپ اس کی وضاحت کے سلسلے میں مدد چاہتے ہیں تو براہ مہربانی ہمارے ترجمانی اور ترجمہ کی سروس (انٹرنیشنل اینڈ ٹرانسلیشن سروس) سے مندرجہ بالا پتے پر رابطہ کریں۔ (Urdu)



Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU  
0118 9372151