



Application to Revoke A House in Multiple Occupation (HMO) Licence

If you have more than one house in multiple occupation you will need to complete a separate revocation application form for each property.

Please fill in the form using **BLOCK CAPITALS** and **black ink**.

If you require more space to answer any question, please use additional sheets, specifying which question your answer relates to, and attach the sheets to the revocation application form.

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. It is also a criminal offence to make a false statement in an application for an HMO licence or to fail to comply with any condition of the licence.

Address of property to which this application refers:

	Postcode:
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Part 1. Applicant Details

Full Name:

Address:

	Postcode:
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Contact Information:

Telephone:	<input style="width: 95%; height: 25px;" type="text"/>	Email Address:	<input style="width: 95%; height: 25px;" type="text"/>
Mobile:	<input style="width: 95%; height: 25px;" type="text"/>	Other:	<input style="width: 95%; height: 25px;" type="text"/>

Please detail your interest in the property (owner / licence holder / agent):

Part 2. Reasoning for Requesting the Licence to be Revoked

Please provide the Local Authority with a detailed explanation as to your reasoning for why the property is no longer a Licensable House in Multiple Occupation. (Please provide any supporting documents that may help your reasoning).

Please continue on a separate sheet if necessary.

Part 3. Conditions of Revoking a HMO Licence

If it is determined that the property stated is no longer a licensable HMO, then the Council may agree to revoke the licence before the expiry date stated; the revoking of a licence does not entitle the licence holder to a refund on the licence fee paid.

A licence can only be revoked for the following prescribed reasons

- a) Number of occupiers is below the licensing requirements*
- b) Property is now owner occupied/single family occupancy*
- c) Licence holder or any other has committed a serious breach of licence condition/repealed breaches*
- d) Licence holder or manager is no longer fit and proper*
- e) A licence would be refused for a particular reason relating to the structure of the HMO*
- f) HMO is not reasonably suitable for a number of households/persons specified as the maximum number authorised to occupy the house.*

Supporting documents will be required in order to prove that the property meets one of the above criteria; these will be required before a revocation is granted.

The person concerned may appeal to a First Tier Tribunal against the decision within the period of 28 days beginning with the date on which it was made.

This form should be returned together with any supporting documents to:

Royal Borough of Kingston upon Thames
Residential Enforcement Team
Guildhall 2
High Street
Kingston upon Thames
Surrey KT1 1EU

e-mail: privatesectorhousing@kingston.gov.uk

Part 4. Declaration

Note to Applicants:

Please note that it is a criminal offence to knowingly supply information, which is false or misleading for the purpose of obtaining a revocation. 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 property may be investigated and if found to still require a licence other appropriate action taken.

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

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

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 will require proof of authority.