

Department of Environment Food and Agriculture
HOUSING (REGISTRATION) REGULATIONS 2013
REGISTRATION APPLICATION- HOUSE IN MULTIPLE OCCUPATION (HMO)

Address of HMO:

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Name of Owner:

Address & Contact details (email/tel.):

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| HMO FACILITIES IN COMMON USE | STOREY | AREA(m ²) | | STOREY | AREA(m ²) |
|---|--------|-----------------------|--|--------|-----------------------|
| Bathrooms* | | | | | |
| Kitchens / Combined Kitchen communal room | | | | | |
| Communal rooms (lounge/dining) | | | | | |

| Bedroom Room No. | Storey | Ensuite Y or N | Size m ² | Max. Occupancy (1 or 2) | | Bedroom Room No. | Storey | Ensuite Y or N | Size m ² | Max. Occupancy (1 or 2) |
|------------------|--------|----------------|---------------------|-------------------------|--|------------------|--------|----------------|---------------------|-------------------------|
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| ADDITIONAL INFORMATION / DOCUMENTS | Applicants confirmation (✓) |
|--|-----------------------------|
| Planning, Building Control and Fire and rescue service requirements met? (see www.gov.im/hmo) | |
| A scale plan (or plan with accurate measurements for each room clearly indicated) of the premises stating bedroom numbers and use of all areas must be submitted with this application. | |
| Confirmation all installations and equipment in common use (i.e. gas, oil, electrical installations and equipment) are maintained and in a good state of repair. Copies of up to date certificates / records enclosed? | |
| Copy of valid Public Liability insurance certificate for HMO enclosed? | |

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Applicant Declaration

I confirm the above information is true to the best of my knowledge and I understand deviating from these arrangements without prior consent by the Department of Environment, Food and Agriculture may be an offence

Signature of applicant:.....

Date

Print Name:

PRIOR TO COMPLETING THIS FORM THE APPLICANT SHOULD FOLLOW HMO GUIDANCE, AVAILABLE AT www.gov.im/hmo ALONG WITH READING THE HOUSING (REGISTRATION) REGULATIONS 2013 AND HOUSING (STANDARDS) REGULATIONS 2017.

Bedroom sizes

Maximum occupancies are determined by reference to the Housing (Standards) Regulations 2017 an extract of which is provided below.

| Number of occupants | Minimum size bedrooms |
|---------------------|-----------------------|
| 1 person | 8.5 m ² |
| 2 persons | 10.5 m ² |

Bathrooms

There must be a minimum of one bathroom for every six occupants, located no more than two floors away from each bedroom.

*Ensuite facilities available exclusively for individual tenants must be indicated on this application and floor plans.

Kitchens and other communal rooms

There must be provided suitably located kitchens and lounges for the use of all the occupants, no more than two floors away from each bedroom.

| | Kitchen | Communal rooms (Including lounge or dining room) |
|------------------------|----------------------|--|
| 6 persons | 7 m ² | 11 m ² ** |
| Each additional person | + 0.5 m ² | + 1.5 m |

** Communal rooms which contain a kitchen must be a minimum of 18 m²

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Notes:

1. The completed application along with all supporting documentation must be submitted to:-

Environmental Health Unit
Environment, Safety and Health Directorate
Department of Environment Food & Agriculture
Thie Slieau Whallian
Foxdale Road
St. John's
IM4 3AS
Telephone: +44 1624 685894

2. The applicant must pay a fee of £50.00 to the registration authority for each HMO registration application. The registration authority is the Local Authority where the HMO is located. Cheques should be made payable to the Local Authority.
3. Registration will NOT be approved until the appropriate fee has been paid.

If you would like to know what we do with your personal information and your rights in relation to it, our Privacy Policy can be found here

<https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/environment-directorate/fisheries-division/privacy-notice/>

Our Data Protection Officer can be contacted on 686781 or at DPO_DEFA@gov.im