**Lancaster City Council**

**Houses in Multiple Occupation Declaration Form**

|  |
| --- |
| Address of the property being declared as a HMO |
|  |
| Date when the property was first occupied as a HMO |
|  |
| Type of property (house, flat) |
|  |
| Number of stories |
|  |
| Current number of occupiers (including resident landlords) |
|  |
| Number of bedrooms |
|  |
| Shared facilities |
|  |
| Type of tenure |
|  |
| Attached any documents or information that provides evidence of the existing HMO se. Please summarise the information provided |
|  |

|  |
| --- |
| Name of person completing form |
|  |
| Interest in the property (owner, agent, tenant) |
|  |
| Correspondence address |
|  |
| Telephone number |
|  |
| Email address |
|  |
| If you are not the owner of the property, please provide their name and contact details below: |
|  |
| Date of submission |
|  |

The submission of this form is for notification purposes only and does not provide legal confirmation that the property is in a Lawful Class C4 Use (House in Multiple Occupation) or registration for a HMO Licence.

Further details with regard to Existing Lawful Development Certificate applications can be viewed here: https://www.lancaster.gov.uk/planning/planning-advice/application-forms

<http://www.lancaster.gov.uk/planning/planning-advice/application-forms>

Information with regard to HMO Licencing can be found here: https://www.lancaster.gov.uk/housing/private-rented-accommodation/houses-in-multiple-occupation-hmo

<https://www.lancaster.gov.uk/housing/private-rented-accommodation/houses-in-multiple-occupation-hmo>

Please return to planningpolicy@lancaster.gov.uk or post to, Economic Growth and Regeneration l Planning & Place Service l Planning and Housing Policy Team Lancaster City Council, Town Hall, PO Box 4, Dalton square, Lancaster, LA1 1QR

For Office Use only

|  |  |
| --- | --- |
| Date received |  |