



The City of Liverpool

**Does my property need a  
House in Multiple Occupation (HMO) Licence?**

**Pre-application form**

If you rent out your property to persons as their main residence, it may be necessary to have a licence. This does not apply if you let to a single person, to two people who are not related, or to a family. The following questionnaire will help you to determine whether or not you need to apply. **Please also read the accompanying notes carefully (Page 4) as the underlined\* terms are defined in them.**

Please note that this is not the licensing application form.

Address: \_\_\_\_\_

Person providing the information: \_\_\_\_\_

Date: \_\_\_\_\_

Contact tel. no. and e-mail address: \_\_\_\_\_

**Yes / No**

**1. Does the building containing the living accommodation comprise 3 storeys\* or more?**

**Yes**

**No**

The property may need a licence, **go to question 2.**

The property may be an HMO, but will not need a licence. Sign form and return.

**2. Is the living accommodation occupied by 5 persons\* or more?**

**Yes**

**No**

The property may need a licence, **go to question 3.**

The property may be an HMO, but will not need a licence. Sign form and return.

**3. Do those 5 or more persons comprise more than 1 household\* or more?**

**Yes**

**No**

The property may need a licence,  
**go to question 4.**

The property will not be an HMO, and  
does not need a licence. Sign form  
and return.

**4. Does the living accommodation comprise only self-contained flats or  
maisonettes?**

**Yes**

**No**

The property may be an HMO, but  
may not need a licence, go to  
**question 5.**

The property may need a licence,  
**go to question 7.**

**5. Is there a flat or maisonette occupied by 5 or more persons\* living in 2 or  
more households\*?**

**Yes**

**No**

A licence may be needed, go to  
**question 6.**

The property may be an HMO, but  
will not need a licence. Sign and  
return form.

**6. Does any self-contained flat\* or maisonette comprise 3 or more storeys\*?  
(NB each floor the stairway passes through from the flat to the main  
building exit is counted as a storey - see notes)**

**Yes**

**No**

A licence may be needed  
for each flat.  
**go to question 7.**

The property may be an HMO,  
but a licence will not be needed. Sign  
and return form.

**7. Are one or more basic amenities\* shared between households?**

**Yes**

**No**

A licence application must be made.  
Sign form and return. – **End**

Sign form and return. – **End**

I confirm that the above information is correct.

Signed: .....

We will be posting information on our web site regarding the following:

- Licensing
- Licensing Application Form
- Frequently Asked Questions and
- Standards for Licensable HMOs

The site is being updated on a daily basis. If you require this information, please visit:

[www.liverpool.gov.uk/Housing/Housing\\_advice/index.asp](http://www.liverpool.gov.uk/Housing/Housing_advice/index.asp)

or contact us by

Email [environmental.health@liverpool.gov.uk](mailto:environmental.health@liverpool.gov.uk)  
Telephone 0151 233 3018

If you require more general information you can also contact

[www.propertylicence.gov.uk](http://www.propertylicence.gov.uk)

Please provide your e-mail address if you would like electronic updates on issues affecting landlords

Address for licence application pack to be sent if not being downloaded:

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.....  
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.....  
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Please return the form to:

HMO Licensing Team  
Environmental Health & Trading Standards  
Municipal Buildings  
Dale Street  
Liverpool  
L2 2DH

It should be noted that the information given above provides a likely indication of whether or not a licence is needed, it is not conclusive.

## Accompanying Notes

### Main residence includes :

- accommodation for students undertaking a full-time course of education
- temporary refuge accommodation following physical violence, mental abuse or threats of such from present or ex wife/husband/co-habitee
- accommodation for migrant or seasonal workers provided by employer, agent or employee even if no rent is payable
- accommodation for asylum seekers or dependents provided under the Immigration and Asylum Act 1999 and funded by the National Asylum Support Service.

### Storeys

Attics or basements count as storeys if they are:

- constructed, converted or adapted for living accommodation;;
- being used in connection with, and as an integral part of, the HMO;
- used wholly or partly for living accommodation;
- connected to the living accommodation by an internal stairway and used as part of the property, e.g. as a meter position, boiler position, storage, laundry facility or
- part of the main access route into the HMO or to commercial parts of the building.

Mezzanines count as storeys if:

They are used as part of the living accommodation, e.g. bedroom, bathroom, toilet, laundry facility, storage, boiler or meter position.

Commercial premises on the ground or any upper floor will also be included in the calculation of number of storeys, but not basements in purely commercial use.

Cases involving the de-commissioning of attics and cellars will need to be discussed on an individual basis.

**N.B. Q.6 - Premises comprising self contained flat(s)** - Following the publication of the Government's Statutory Instrument and subsequent nationwide differences in interpretation, the Council has referred the matter to its Legal Services for their opinion. This issue revolves around which storeys are counted in order to determine whether or not the building/ flat needs to be licensed. If you own or manage a property which may be affected, you are strongly advised to return to this site for updates. Once we receive Legal Services' opinion, we will update the web site immediately.

**Person** - anyone occupying the property regardless of age.

### **A Household is:**

Members of the same family living together including:

- a single person
- Couples married to each other or living together as husband and wife (or in an equivalent relationship in the case of persons of the same sex)
- Relatives living together, including parents, grandparents, children (and step-children), grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins
- a family with a person placed under Fostering Services Regulations
- Half-relatives will be treated as full relatives. A foster child living with his foster parent is treated as living in the same household as his foster parent.
- a family, or single person, together with anyone in domestic employment where no rent is paid, e.g. au pair, nanny, nurse, carer, governess, servant, chauffeur, gardener, secretary, personal assistant, including the family members of the domestic employee.
- an adult placement carer under the Adult Placement Schemes Regulations and not more than 3 service users.

Therefore, three unrelated friends sharing together are considered to be three households. A couple sharing with a third unrelated person would constitute two households. A family renting a property is a single household. If a family has an au pair to look after their children, that person would be included in their household.

### **Basic amenities are any of the following:**

- toilet, bath / shower, wash basin and cooking facilities.

**Self-contained flat :**

- a flat with all basic amenities, none of which are shared with persons from other units of living accommodation.

**Converted property :**

- where one or more units of living accommodation have been provided since original construction, typically bedsit accommodation. The property may also contain flats.