



### TEMPORARY EXEMPTION NOTICE APPLICATION, IN LIEU OF A HMO LICENCE SECTION 62: PART 2: HOUSING ACTING 2004

The local authority can serve a Temporary Exemption Notice (TEN) when the landlord or manager of a property which is required to be licenced, but is not, informs the authority that they intend to take particular steps to ensure that the property is no longer required to be licenced.

The Temporary Exemption Notice exempts the property from the licence requirements for 3 months from the date of service.

The local authority can serve a second Temporary Exemption Notice providing a further period of 3 months exemption running from the expiry date of the first notice if the landlord/manager notifies that it is required. The authority has to consider that there are exceptional circumstances that justify a second notice.

Please note that a separate application form is required for every property that requires a Temporary Exemption Notice.

If the Local Authority decides not to serve a Temporary Exemption Notice in response to a notification they must inform the applicant of:

- the decision;
- the reasons for it and the date on which it was made;
- the right to appeal against the decision; and
- the period within which an appeal may be made.

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.

\*First-tier Tribunal (Property Chamber) Residential Property, 15th Floor,  
Centre City Tower, 5-7 Hill Street, Birmingham B5 400.

Telephone: 0121 600 7888

Email: [rpmidland@justice.gov.uk](mailto:rpmidland@justice.gov.uk)

This application form must be completed fully and to the best of your knowledge.

**Privacy Statement**  
**General Data Protection Regulation (EU) 2016/679**

The personal data you provide in this form will be used:-

- 1) To identify the persons involved in the management of the HMO and to facilitate legal proceedings in the event of any offence connected with the HMO.
- 2) To obtain information needed to assess the fitness and competence of persons involved in the management of the HMO.
- 3) To link properties and persons involved in the management of this, and other relevant HMO's.

The Council is under a legal obligation to collect and process this information.

The personal information that you provide will be shared for the purpose of verification with other agencies, such as the Police and other public bodies.

The Council can be required to disclose your personal information to government agencies and for research purposes.

You have the right to access your personal information and complain if you think your information has been used incorrectly or unfairly; you may also have other rights that apply. For further details on your rights and the contact details for the Data Controller and the Data Protection Officer, please see the Council's Full Privacy Notice on [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

<b>I have read and understood the notes relating to Data Protection and False or Misleading information</b>			
<b>Signed</b>			
<b>TEN Applicant (Print Name):</b>		<b>Date:</b>	

<b>PART 1: The HMO</b>	
<b>Address of HMO (or address of registered office if a company)</b>	
	Postcode:

## PART 2: Details of the Applicant

Please indicate who is making this application	<input type="checkbox"/> Owner	<input type="checkbox"/> Manger/Managing Agent
	<input type="checkbox"/> Other Person ( <i>please specify</i> ):	
Name of Applicant		
Company, Partnership or Trust Name (if applicable)		
Address (or address of registered office if a company)		
	Postcode:	
National Insurance Number		
Telephone Numbers	Home:	
	Mobile:	
Email address		

## PART 3: Ownership

Are you the owner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no give details of the owner(s) below		
Name		
Address		
Telephone Numbers	Home:	
	Mobile:	
Email address		

## **PART 4: Reasoning for the issue of a Temporary Exemption Notice**

Please provide the local authority with your reasons for applying for a Temporary Exemption Notice in respect of the property detailed above. (Please provide any evidence that may support your application including current tenancy agreement(s)). Also please state what steps you have taken or are taking to ensure the property is no longer licensable and the proposed timescales.

*(Please continue of a seperate sheet if necessary)*

## **Documents in electronic form**

The relevant documentation either granting or refusing of the Temporary Exemption can be issued to you in electronic form. If you are willing to receive the documentation via email please provide you email address in the box below:

<b>Email address for the Service of documents</b>	
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## PART 5: 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.

**Signed:** ..... **Print Name:** .....

**Date:** .....

**Signed:** ..... **Print Name:** .....

**Date:** .....

**Signed:** ..... **Print Name:** .....

**Date:** .....

**Signed:** ..... **Print Name:** .....

**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.**

## Submitting your application

**Please submit your application documents to:**

Additional Licensing email [addhmo.admin@warwickdc.gov.uk](mailto:addhmo.admin@warwickdc.gov.uk)

(Email applications are preferable. If hard copy pages are scanned, it is recommended to scan pdf pages at a maximum resolution of 150dpi.)

Or by post to:

Private Sector Housing, Warwick District Council, Town Hall, Parade,  
Royal Leamington Spa, CV32 4AT

