

	<i>For Official Use Only</i>	
	<i>Date Received:</i>	
	<i>APP Ref No:</i>	
	<i>Date to Officer:</i>	

## **APPLICATION FOR COMPLETE EXEMPTION from Selective Licensing under the provisions of Part 3 of the Housing Act 2004**

This application form must be completed fully and to the best of your knowledge. Please do not leave boxes blank. Please note that an application form is required for every property you believe to be exempt from the Selective Licensing scheme.

Exemption can only be applied for if you meet the criteria below.

Your property is completely exempt if:

- It is subject to a current prohibition order
- It is being used for business premises
- It requires another type of licence (e.g. a HMO licence)
- It has a tenancy for agricultural land/holdings
- It is controlled by a local housing authority, a police authority, metropolitan police authority, a fire and rescue authority or a health service body
- It is a property occupied solely by students undertaking a full-time course of further or higher education and where the person managing or in control of it is the educational establishment
- The tenancy agreement has been granted for more than 21 years and where the agreement does not contain a provision allowing the landlord to end the tenancy (other than forfeiture) earlier than the term of the lease. (The house or dwelling must be occupied by the original person who was granted the tenancy or any members of their family)
- The tenant is a member of the landlord's family. (The house must be the occupiers' main residence. The person granting the occupancy must be the freeholder or leaseholder, which is for a period of more than 21 years. This lease must not contain a provision allowing the landlord to end the tenancy (other than forfeiture) earlier than the term of the lease)
- The tenancy or license is granted for the occupancy of a holiday home, or
- The occupier shares the accommodation with the landlord or licensor or a member of the landlord or licensor's family.

You cannot use section 21 Notices to evict tenants from a property subject to licensing, if you do not have a licence.

If you require any assistance in completing this form, or you require the form in a different format, please contact the us on 01709 823118 or by email at [landlordlicensing@rotherham.gov.uk](mailto:landlordlicensing@rotherham.gov.uk)

It is a criminal offence to be in control of, or be managing a House 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 a licence or to fail to comply with any condition of the licence. Before applying for a licence you may wish to obtain independent legal advice.

Please return the completed application form and any supporting documents to:

**Community Protection Unit  
Housing, Asset Management & Neighbourhood Services,  
Riverside House,  
Main Street,  
Rotherham S60 1AE.**

## Part 1 – The property

Postal Address of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## Part 2 – Applicant & Ownership

### Applicant

(a) Full Name of applicant (block letters please)

Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_

(b) Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone Numbers  
Home: \_\_\_\_\_

Email: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

Fax No. \_\_\_\_\_

(c) Date of Birth: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

(e) Are you the owner of the property?

Yes

No

If no, please tell us who is the owner of the property:

Name/Address/Telephone number:

**Part 3 – Reasoning for Issue of Temporary Exemption Notice**

Please provide the local authority with a detailed explanation as to your reasoning for believing the property to be exempt from Selective Licensing. (Please provide any supporting documents that may support your reasoning and continue on a separate sheet if necessary).

## 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 purposes of declaring exemption from Selective Licensing

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, appropriate formal 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.