

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

## APPLICATION FOR A TEMPORARY EXEMPTION NOTICE for a Selective Licence 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, which requires a Temporary Exemption Notice.

Temporary exemption can only be applied for if you are in the process of returning the property to owner occupation.

A landlord can apply for a Temporary Exemption Notice where they intend to take steps to ensure that the house does not require a licence, for example

1. where there is a sale agreed to someone who intends to live in the property themselves;
2. where the owner is moving back into the property; or
3. where there is current conversion works to change the use of the property to commercial premises.

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 the application form for a Temporary Exemption Notice, or you require the form in a different format, please contact 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 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

Name(s) and address of the owner(s) –continue on separate sheet is necessary

Name.....

Address.....

.....

Telephone Number:.....

E-mail Address.....

Fax No: .....

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

Please provide the local authority with a detailed explanation as to your reasoning for the issuing of a temporary exemption notice on the property outlined above. (Please provide any supporting documents that may support your reasoning and continue on a separate sheet if necessary).

## Part 4 - Conditions of Temporary Exemption Notice

If a Temporary Exemption Notice (T.E.N.) is served on the property as outlined in Section 1, the property will not require a licence during the period for which the notice is in force.

A Temporary Exemption Notice is in force for a period of three months beginning with the date on which it is served. If the Local Authority either

- a) receives a further notification
- b) considers that there are exceptional circumstances that justify the service of a second temporary exemption notice in respect of the house that would take effect from the end of the period of three months applying to the first notice, the Local Authority may serve a second such notice on the person having control of or managing the house.

If the Local Authority decides not to serve a temporary exemption notice in response to a notification they must inform the applicant of

- a) the decision
- b) the reasons for it and the date on which it was made
- c) the right to appeal against the decision, and
- d) the period within which an appeal may be made

The person concerned may appeal to a residential property tribunal against the decision within the period of 28 days beginning with the date on which it was made

## Part 5 - 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 obtaining a temporary exemption notice.

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, your temporary exemption notice may be revoked or other appropriate 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.