

4.	Enter the name and address of the "Person Managing the House" if other than the person identified in Q2 over. Mr/Mrs/Miss/Ms <input type="text"/> Address (Note 1) <input type="text"/> Postcode <input type="text"/>	Date of Birth <table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>				D	D	M	M	Y	Y	Y	Y
		D	D	M	M	Y	Y	Y	Y				
National Insurance Number <i>If you fail to provide the national insurance number of the person managing the house the application will be refused.</i> <input type="text"/>													
5.	You are required to specify a contact telephone number to appear on the register. You can either use the Scheme Contact Number (Anserve 08000 213 155) or your manager's number.	Use Scheme Contact Number? (Note 5) YES <input type="checkbox"/> NO <input type="checkbox"/>											
		If No specify the number you wish to use: <input type="text"/>											
6.	The Housing Executive has determined that the house in multiple occupation specified over is capable of being occupied by. This number may be amended prior to registration.	«hmpem» Individuals											
6a.	If you believe this number is incorrect please enter the number you wish to register the house for (Notes 2 & 3)	<input type="text"/>	Individuals										
7.	Based on the occupancy level determined by the Housing Executive in Q6 above the fee due, subject to amendment, is.	£	(GBP)										
7a.	If you have entered a different occupancy level at 6a please specify the revised fee required on registration (Note 3)	£											
8.	Has the property any gas installations (including mains, storage tanks or bottles)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>										
9.	Enter the name (in full) of the person responsible for registering the house, "the specified person". This must be one of the individuals identified in questions 2, 3 or 4. The duties of the specified person are contained within The Statutory Registration Scheme for Houses in Multiple Occupation in Northern Ireland. Copies of the scheme are available from the address overleaf or on line at www.nihe.gov.uk												
	Print the name of the Specified Person	<input type="text"/>											
<i>The Specified Person must sign this form at the bottom of page 4</i>													
FOR OFFICE USE ONLY													
Amount Received		£	Receiving Officer										
Date Received			Countersigning Officer										

Section B

10. Has the “Person Having Control of the House” (as identified in question 2) any:

- | | | | | |
|--|------------|--------------------------|-----------|--------------------------|
| a) HMO related convictions since the 1 st May 2004 following the service of a notice under Article 76, 79, 80 or 85 of the Housing (NI) Order 1992? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Convictions for failing to comply with any provisions of the Statutory Registration Scheme for Houses in Multiple Occupation in Northern Ireland? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Any other unspent convictions? (Note 4) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If yes to any of the above please specify

Continue on a separate page if necessary

Section C

11. Has the “Person Managing the House” (as identified in question 4) any:

- | | | | | |
|--|------------|--------------------------|-----------|--------------------------|
| a) HMO related convictions since the 1 st May 2004 following the service of a notice under Article 76, 79, 80 or 85 of the Housing (NI) Order 1992? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Convictions for failing to comply with any provisions of the Statutory Registration Scheme for Houses in Multiple Occupation in Northern Ireland? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Any other unspent convictions? (Note 4) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If yes to any of the above please specify

Continue on a separate page if necessary

NOTES ACCOMPANYING THE REGISTRATION APPLICATION FORM

1. The address of the person having control of the house, owner(s), and the person managing the house provided on the application form, must be either that persons home or principal place of work; or if a limited company, the registered address of that company.
2. When determining the number of persons for which a HMO can be registered, regard shall be had for the number and floor area of the rooms of the dwelling available as sleeping accommodation. Furthermore, The Housing (NI) Order 1992, Article 80 specifies requirements for HMOs in relation to fitness for the number of occupants, namely:
 - a) there are satisfactory facilities for the storage, preparation and cooking of food, including an adequate number of sinks with a satisfactory supply of hot and cold water;
 - b) it has an adequate number of suitably located water closets for the exclusive use of the occupants;
 - c) it has, for the exclusive use of the occupants, an adequate number of suitably located fixed baths;
 - d) subject to Article 82 of the Housing (NI) Order 1992, there are adequate means of escape from fire; and
 - e) there are adequate other fire precautions.

For further guidance see Houses in Multiple Occupation Standards September 2002 and, Houses in Multiple Occupation Fire Safety Guide June 2002. Both booklets are available from the HMO Unit or on-line at www.nihe.gov.uk

3. Registration under the scheme shall be for a period of 5 years from the date of first registration. Registration shall be renewed, subject to the conditions specified in the scheme, for further periods of 5 years at a time.

3 occupants	£375
4 occupants	£500
5 occupants	£625
6 occupants	£750
7 occupants	£875
8 occupants	£1,000
9 occupants	£1,125
10 occupants	£1,250

The fee will be capped at the equivalent of 10 residents for each registered HMO.

4. Unspent convictions are defined in accordance with the Rehabilitation of Offenders (NI) Order 1978
5. Anserve (**08000 213 155**) is a 24 hour 7 day call-answering service which has been specifically tailored for calls received in connection to your HMO property.

When Anserve is contacted by a member of the public, the receptionist screens the call, takes the message and passes the message on to you or your nominated manager. By introducing this service, your details are therefore held confidentially

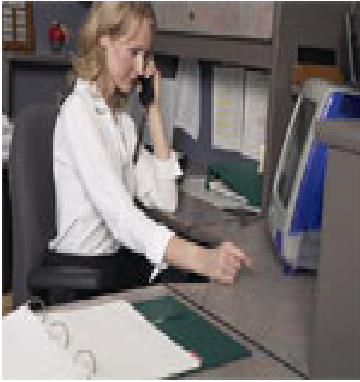
Note

Your application is not complete until the Housing Executive obtains the following:

- a) This application form signed by the specified person

Signature of Specified Person		Date	
Print name			

Section 5: Scheme Contact Number



**24 Hour Telephone Service
to Report Incidents Relevant to
Registered HMO Properties**

ANSERVE 08000 213 155

Northern Ireland Housing Executive

Anserve is a 24 hour 7 day call-answering service which has been specifically tailored for calls received in connection to all registered HMO properties.

When Anserve is contacted by a member of the public, the receptionist screens the call, takes the message and passes the message on to the nominated manager of the registered HMO.