

**LONDON BOROUGH OF BARKING AND DAGENHAM**

**(REGISTRATION OF HOUSES IN MULTIPLE OCCUPATION)**

**APPLICATION TO REGISTER, OR VARY REGISTRATION OF A HOUSE  
IN MULTIPLE OCCUPATION.**

AT

Address \_\_\_\_\_

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**Applicants should note the following and complete the following pages. (*Details of premises exempt from this scheme are provided at the end*).**

IT IS THE DUTY of a person, or persons acting as an agent for another person, who receives rents or payments in respect of lettings or lodgings in the premises to supply in writing to the Council the following information:

- (1) In relation to the premises first becoming registrable – notification of the fact that the premises appear to be registrable
- (2) Any change in circumstances, which make it necessary to alter the particulars in the register, including any application for variation of the permitted number of persons and/or households registered.

**Any person whose duty it is to supply information under this scheme who wilfully fails to do so is liable on summary conviction to a fine currently not exceeding £5000**

PLEASE RETURN THIS FORM WITH THE REQUIRED REGISTRATION FEE of  
*£80 for first registration £40 renewal fee after 5 years*

TO:

HOUSING STANDARDS, 5TH FLOOR ROYCRAFT HOUSE, 15 LINTON ROAD,  
BARKING, ESSEX, IG11 8HE (*cheques made payable to the London Borough of  
Barking & Dagenham*)

**SECTION B – OWNERSHIP AND MANAGEMENT.**

Please provide the following information, in the case of a body corporate the address shall be the registered address and, if different, that of the secretary or other principle officer.

**PERSON MANAGING THE HOUSE**

Full Name: \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Post Code: \_\_\_\_\_

**FREEHOLDER**

Full Name: \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Post Code: \_\_\_\_\_

**LEASEHOLDER**

Full Name: \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Post Code: \_\_\_\_\_

**MORTGAGEE** i.e. Bank, Building Society

Full Name: \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Post Code: \_\_\_\_\_

**OTHER PERSONS WITH AN INTEREST** e.g. Trustee, other leases

Full Name: \_\_\_\_\_

Full Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Post Code: \_\_\_\_\_



Total number of Households (Proposed)

**SECTION D – ACCOMMODATION AND AMENITIES**

**1. Please tick all the floors that the premises has:**

Basement                      Ground Floor                      First floor  
Second Floor                      *Third(s) delete s* Floor                      Fourth Floor

**2. Please list all the existing Kitchens and bathrooms in the premises and describe their positions**

a) Kitchens (State position e.g. second floor front room).

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b) Bathrooms or shower rooms with toilets

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c) Bathroom or shower rooms without toilets

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**3. Total number of:**

- a) Fixed wash hand basins \_\_\_\_\_
- b) Fixed sinks \_\_\_\_\_
- c) Fixed baths or showers \_\_\_\_\_
- d) Toilets (internal) \_\_\_\_\_
- e) Toilets (External) \_\_\_\_\_
- f) Separate toilets \_\_\_\_\_

**Notes: The following premises are exempt from the scheme, but if you require further clarification, please contact the Housing Standards Team, whose address is given on the first page.**

1. (1) This scheme shall not apply to
  - (a) any house in which the authority has an interest, whether freehold or leasehold;
  - (b) any house subject to a control order made under section 379 of the 1985 Act;
  - (c) any house used as a children's home or community home which is registered or provided under the Children Act 1989;
  - (d) any house registered under the Registered Homes Act 1984;
  - (e) any house occupied by no more than two persons;
  - (f) any house which is occupied by no more than two persons in addition to the responsible person and any other member of his household;
  - (g) any house where the living accommodation consists entirely of self-contained flats and either
    - (i) at least one third of the flats are either
      - (aa) let on leases of more than 21 years and wholly occupied by the lessees and their households; or
      - (bb) wholly occupied by any freeholder of the house and his household; or
    - (ii) when the flats are created
      - (aa) the building was required to comply with the requirements relevant to fire safety contained in the Building Regulations 1985 or regulations made subsequently under section 1(1) of the Building Act 1984;
      - (bb) a building notice had been given to, or full plans deposited with, a local authority, or an initial notice or a public body's notice had been given in accordance with sections 47(1) and 54(1) respectively of the Building Act 1984, and
      - (cc) the building work in respect of the creation of the flats was carried out in accordance with any such notice or plans, whether with or without any departure from them;
  - (h) any house of which the responsible person is a health service body as defined in section 519A of the Income and Corporation Taxes Act 1988;

- (i) any house of which the responsible person is a social landlord registered in accordance with Part I of the Housing Act 1996; any house of which the responsible person is
  - (i) a university or other institution within the higher education sector within the meaning given by section 91(5) of the Further and Higher Education Act 1992 or a college or institution in the nature of a college in such a university or other institution;
  - (ii) an institution within the further education sector within the meaning given by section 91(3) of that Act;
  - (iii) an institution which provides a course qualifying for funding under Part I of the Education Act 1994; or
- (j) any house of which the responsible person is
  - (i) a university or other institution within the higher education sector within the meaning given by section 91(5) of the Further and Higher Education Act 1992 or a college or other institution in the nature of a college in such a university or other institution;
  - (ii) an institution within the further education sector within the meaning given by section 91(3) of that Act;
  - (iii) an institution which provides a course qualifying for funding under Part I of the Education Act 1994; or
- (k) any house approved by the Secretary of State under section 27 of the Probation Services Act 1993

(2) For the purposes of sub-paragraph (1)(g)

- (a) “flat” means any part of a building which was originally constructed or subsequently adapted for occupation by a single household; and
- (b) “self-contained” means that the flat has for the exclusive use of its occupants the facilities mentioned in section 352(1A)(a) to (c) of the 1985 Act (a).