

HMO PRE-LICENCE INSPECTION APPLICATION FORM 2022/23



NEWPORT
CITY COUNCIL
CYNGOR DINAS
CASNEWYDD

Your Contact Details

Your full Name: Mr/Mrs/Miss/Ms.....

Your Contact Address (where you would like the schedule of work and floor plan sent to):

Your email address:

Your contact telephone number:

Property Details

The proposed HMO Inspection Address:Newport, Postcode

What is the ownership status of the property?

I intend to buy the property

I already own the property

Other; please specify:

If you are not the Owner of the property, provide the Owners correspondence details or state the Estate Agents correspondence details:

.....

Number of storeys:

Proposed use of the property:

Bedsit Accommodation Shared House Self-Contained Flats Single Let

Other Please specify:

Assistance

If you would like assistance with completing this form please contact Environmental Health Housing via Telephone Number: 01633 656656, Email: hmo@newport.gov.uk

Payment

Please confirm which option you are requesting:

Option 1 £216.50 plus VAT (One proposed use of the property, one schedule and fire plan)

Option 2 £270.50 plus VAT (Two proposed uses of the property, two schedules and fire plan)

Each additional proposals over 2 proposals above £54.00 plus VAT (State how many)

You can pay by completing the HMO Pre-licence Inspection Form and by paying the fee via:

HOW TO MAKE PAYMENT

PLEASE QUOTE YOUR REFERENCE WITH ALL PAYMENTS: * HMO Prelicence Inspection request for ***insert property address*****



- VIA YOUR BANK

Please Quote: Bank Sort Code 09 07 20 Bank Account Number 05070406
and reference number as detailed above

N.B. Payments will only be considered to have been made when the credit has been cleared through the City Councils Bank Account.

Send the HMO Pre-licence inspection application form to: Environmental Health Housing, Newport City Council, Civic Centre, Newport NP20 4UR or email it to: hmo@newport.gov.uk quoting your payment date.

OR



- BY POST

Please send your cheque or postal order made payable to **Newport City Council** along with the HMO Pre-Licence inspection application to:
Environmental Health Housing, Newport City Council, Civic Centre, Newport NP20 4UR

OR



- BY INVOICE

Please send your HMO Pre-Licence inspection application to:
Environmental Health Housing, Newport City Council, Civic Centre, Newport NP20 4UR or email it to hmo@newport.gov.uk and request an invoice.
We will arrange for an invoice to be sent to you so you can pay using your invoice number via debit or credit card by telephoning the Council or you can pay at a Pay Point or Post Office.