

**HMO PRE-LICENCE INSPECTION APPLICATION FORM**



**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 ): .....

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 owner’s correspondence details or state the estate agent’s 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 telephone environmental health housing on (01633) 656656 or email [hmo@newport.gov.uk](mailto:hmo@newport.gov.uk)

**Payment**

Please confirm which option you are requesting:

Option 1 £200 plus VAT (one proposed use of the property)

Option 2 £250 plus VAT (two proposed uses of the property)

Additional proposals (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, Newport, postcode\*\*\***



### **- VIA YOUR BANK**

Please quote bank sort code 09 07 20, bank account number 05070406  
**plus the reference number as detailed above**

N.B. payments will only be considered to have been made when the credit has been cleared through Newport City Council's 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](mailto:hmo@newport.gov.uk) quoting your payment date.



### **- 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



### **- 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](mailto:hmo@newport.gov.uk) and request an invoice.

We will arrange for an invoice to be sent to you which you can use to pay using a debit or credit card by telephoning Newport City Council on (01633) 656656 or you can pay at a Pay Point or Post Office.