



PROPOSAL TO ALTER THE VALUATION LIST

House in Multiple Occupancy (HMO)
Regulation Change

For office use

Date received by
Listing Officer

This form should only be used in relation to the House in Multiple Occupancy (HMO) Regulation change (The Council Tax Chargeable Dwellings and Liability for Owners) (Amendment) (England) Regulations 2023 SI No. 1175). If your property is a section 257 HMO, it is excluded from the Regulation change.

The Council Tax valuation list contains a record of the Council Tax banding for every home in your area. You can check your current Council Tax band at gov.uk/voa.

You can fill in this form electronically and email it to ctinbox@voa.gov.uk. If you have completed a hard copy you can scan it and send it to the email above, or post it to Valuation Office Agency, Durham Customer Service Centre, Wycliffe House, Green Lane, Durham, DH1 3UW.

PART A - Details of the property

Full postal address of the property/properties:

PART B - Details of your HMO proposal

1 I believe the valuation list should be altered because: *(tick one box only)*

a *The properties shown above should be included in the valuation list as one entry.* or b *Other: Please provide details below*

2 My reason(s) for believing that the valuation list is inaccurate is/are:

3 I believe the band should be:

Please note the Legislation is not retrospective and changes will take effect from 1st December 2023 or the date the HMO came into existence, whichever is the later.

PART C - Details of the person making the proposal

The maker of this proposal is the:

Owner/Occupier Owner Occupier Other (please specify)

Name of the person making this proposal and address for correspondence: (if different from address of property)

Name Telephone number Email address

Address Date Signature

PART D - Property details

Type of HMO property (Please tick appropriate box)

Licensed S257 HMO Unlicensed	Flat Maisonette	Other
Is this a purpose built student block?	Flats and maisonettes only (Please tick appropriate box)	If other please give details:
Yes No	Is this property;	
House Bungalow	purpose built	
	converted	
	over commercial premises i.e. shop	
Houses and bungalows only (Please tick appropriate box)	Flat floor level. Please state ground, 1st or 2nd etc.	
Detached Number of floors		
Semi detached	Maisonette lowest floor. Please state ground, 1st, 2nd or 3rd etc.	
Terrace		
End terrace		
Year property built:	If unknown, please estimate	Year of conversion to a HMO completed

Accommodation details - Please indicate numbers in the appropriate boxes below to describe Reception rooms - for example living rooms, sitting and dining rooms

Reception rooms *Bedrooms with en suites/exclusive use Shared bathrooms Bedrooms without own bathroom Shared kitchens

Shared WC's only *Households within this property **Other - If 'other'** please give details, for example study, office, utility:

Bathrooms- must have bath and/or shower, basin and WC.
*Bath/Shower/WC ** Does not contain either bath/shower
*** household is defined in S258 of the Housing Act 2004. People living as a couple and/or their immediate relations will be a single household as will two or more persons who are immediate relatives.

PART D - Property details - continued

Have tenants got access to other shared facilities?

Yes No

If the answer is yes, please provide details

Have all tenants got access to all shared facilities?

Yes No

If the answer is no, please provide details

If you have a plan showing the layout of the property/properties, please provide a copy of these when submitting your proposal using either the address or email address detailed on page 1.

Garage Single Double Other *Give details*

No garage but car parking None On site State number of car spaces Street parking
Free Permit
Cycle storage

Conservatory Yes No If **Yes** is it: Approx dimensions
1. Double Glazed/UPVC/Hardwood
or 2. Single Glazed/UPVC/Hardwood
or 3.Greenhouse/Lean to type

Outbuildings Yes No If **Yes** give details:

Central heating Yes No

Is there any other relevant information you would like to tell us about? *(for example any planning restriction, other facilities such as a swimming pool)*