



Cyllid &  
Thollau EF

Swyddfa  
Brisio

HM Revenue  
& Customs

Valuation  
Office

## PROPOSAL TO ALTER THE VALUATION LIST

House in Multiple Occupation  
(HMO) Regulation Change

For office use

Date received by  
Listing Officer

You can fill in this form electronically and email it to [ctinboxvo@hmrc.gov.uk](mailto:ctinboxvo@hmrc.gov.uk). If you have completed a hard copy you can scan it and send it to the email address above, or post it to Valuation Office, Valuation Support Unit, Wycliffe House, Green Lane, Durham, DH1 3UW.

### PART A - Details of the property

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Full postal address of the property/properties:

### PART B - Details of your HMO proposal

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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:

The changes will take effect from whichever is later, the date the HMO came into existence or:

- 1 December 2023 if the property is in England
- 3 June 2026 if the property is in Wales

## PART C - Details of the person making the proposal

The maker of this proposal is the:

Owner/Occupier      Owner      Occupier      *Acting on behalf of the owner(s)  
or occupier(s) (including agents)*

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

*Authority to Act form.  
You should submit the Authority to Act form and the proposal form together. You can find the Authority to Act form on GOV.UK. Search for "VO Authority to Act form". The Authority to Act form must be dated on or before the date of the proposal.*

Address

Telephone number      Email address

Date      Signature

## PART D - Property details

**Type of HMO property** *(Please tick appropriate box)*

Licensed S257 HMO Unlicensed	Flat      Maisonette	Other
<p>Is this a purpose-built student block?</p> <p>Yes      No</p> <p>House      Bungalow</p> <p><b>Houses and bungalows only</b> <i>(Please tick appropriate box)</i></p> <p>Detached      Number of floors</p> <p>Semi-detached</p> <p>Terrace</p> <p>End terrace</p>	<p><b>Flats and maisonettes only</b> <i>(Please tick appropriate box)</i></p> <p>This property is;</p> <p>purpose-built</p> <p>converted</p> <p>above a commercial premises, e.g. a shop</p> <p><i>Flat floor level. Please state ground, 1st, 2nd etc.</i></p> <p><i>Maisonette lowest floor. Please state ground, 1st, 2nd etc.</i></p>	<p>If other please give details:</p>

Year property built:      If unknown, please estimate      Year of conversion to an HMO completed

**Accommodation details** - Enter the number of each type of room in the boxes below. Reception rooms can include living rooms, sitting rooms and dining rooms.

Reception rooms	*Bedrooms with own bathroom	Shared bathrooms	Bedrooms without own bathroom	Shared kitchens
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\*\*Shared WCs only      \*\*\*Households within this property      **Other - If 'other'** please give details, for example study, office, utility:

*Bathrooms - must have a bath and/or shower, basin and WC.*

*\* Bath/Shower/WC*

*\*\* Does not contain either a bath or shower*

*\*\*\* A household is defined in S258 of the Housing Act 2004. People living as a couple with their immediate family will be a single household, as will two or more people who are immediate family.*

**PART D - Property details - continued**

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Do tenants have access to other shared facilities?

Yes      No

If the answer is yes, please provide details

Do all tenants have 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 shown on page 1.

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**Garage**      Single      Double      Other *Give details*

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**No garage but car parking**      None      On-site      Number of parking spaces      Street parking  
Free      Permit  
Cycle storage

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**Conservatory**      Yes      No      If **Yes**, is it:      Approximate dimensions  
1. Double-glazed UPVC/Hardwood  
or 2. Single-glazed UPVC/Hardwood  
or 3. Greenhouse/Lean-to type

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

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**Central heating**      Yes      No

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**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)*