

**PROPERTIES WITH MULTIPLE OCCUPANCY (HMO)**

- Permits will be issued on a “per residency” basis. In houses in multiple occupation (HMO), permits will be allocated in accordance with the maximum entitlement of **2 per property**.
- Permits will be issued to residents of a HMO on a first come, first served basis and no further permits will be issued to the HMO once the maximum allocation for the property has been reached (unless agreed otherwise).
- **Northamptonshire County Council cannot and will not be involved in any disputes between residents living in multiple occupation, and likewise will not enter into any discussion arising from disputes between landlord and tenants living in a HMO in relation to permit allocation.**
- Visitors parking permits will also be issued on a “per residency” basis and will be issued to the resident(s) who has registered for a parking permit.
- Visitor permits are valid for the property and NOT the resident so should be made available for all residents in the HMO but the maximum number of annual Visitor permits that may be issued to the property will be the same as the maximum allocation specified in this document (**1 per property**).
- In a HMO, if the resident(s) who has registered for a permit moves out before the expiry date of their parking permit, the resident must return their permit to the permit office.
- Once the permit has been returned, the resident will be removed from the residents’ parking database. Other residents within the HMO may then apply for a residents’ parking permit, which again will be issued on a first come, first served basis.
- If the resident moving out was the Visitor permit applicant then the permit office will need to be notified so that the details can be updated but an existing will need to provide proof of residency in their name to allow the transfer to take place. The permit will continue to be valid for the remainder of the term.
- Residents should follow the process detailed on the Residents Parking Permit page.