

## Who can apply to renew a licence?

If the proposed licence holder is different to the original licence holder, then a new licence must be applied for (and both 'part 1' and 'part 2' of the fee must be paid). To be a renewal application the proposed licence holder must be the same.

If the person making the application (the applicant) for the renewal is the same person who made the last application, the applicant will need to log into their previous Camden HMO portal account and complete the renewal form. The applicant will need to confirm the main circumstances are the same as their previous application and will be able to amend certain details if there is for example, a change of manager or the licence holder's address.

If the applicant for the renewal is different to the person who applied last time, they will need to create a new HMO portal account and make a completely new application. However, in this case, the applicant is still entitled to the reduced fee for renewals and so only pays the 'part 1' fee.

Please note the following when applying for a renewal:

- Access to the HMO portal will open 30 days before expiry date of the existing licence (where applicant is the same person).
- If the original HMO licence has already expired, then a new application must be submitted. No discount applies for late renewal applications.
- If an 'error' message is received please call the HMO licensing team on 020 7974 5969 immediately.

See [Guidance on making an HMO application](#) (pages 8-9)