

NI Houses in Multiple Occupation Unit

03 December 2025



NI Houses in Multiple Occupation

[Redacted address information]

Addressee only

Dear Mr McCusker

Address of Property: 32b Candahar Street, Belfast, Down, BT7 3AR

As the owner for the above named property, you are required to renew your HMO licence before the expiry of the existing licence: 11 January 2026, you are therefore required to submit an online application at www.belfastcity.gov.uk/nihmo. Please satisfy yourself that the accommodation is defined as a HMO in accordance with Part 1 of the Houses in Multiple Occupation Act (Northern Ireland) 2016 before submitting your application.

Your application will not be considered unless the fee is paid in full at the time of the application. Before your application is considered complete you must submit all the documents as detailed in the application. If you fail to renew the licence of the property by the expiry date and the property remains in HMO usage you will be liable on summary conviction of a fine not exceeding £20,000 and if convicted will result in you having a criminal record or a fixed penalty fine of £5,000.

Furthermore, if you do not submit the application before the existing licence expires any future application will be treated as a New Application. And the council may only grant the licence if it is satisfied that the occupation of the accommodation as an HMO would not constitute a breach of planning control or would result in overprovision of HMOs in the locality. If you no longer own this property you should let us know immediately and provide details on who currently owns the property and the date of transfer.

Yours sincerely

Geraldine Moore
Senior Case Officer

NI Houses in Multiple Occupation Unit

Belfast City Council, The Cecil Ward Building, 4-10 Linenhall Street, Belfast, BT2 8BP
Telephone: 028 9027 0414 | Text Relay for people with a hearing loss: (18001) 028 9027 0414
| SignVideo for Sign Language users: <https://www.belfastcity.gov.uk/signvideo> | Email: nihmo@belfastcity.gov.uk | Web: www.belfastcity.gov.uk/nihmo