

# Port St. Mary Commissioners

Town Hall, Port St. Mary, Isle of Man, IM9 5DA

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## APPLICATION FOR AN ADDITIONAL RESIDENT

WITHIN THE PORT ST MARY COMMISSIONER'S HOUSING STOCK

**This form must be completed and signed by the existing tenant**

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### WHAT IS THIS FORM FOR?

You require to use this form if:

- you would like someone to live in your home who was not included in your original housing application;
- someone who was in your original application but subsequently moved out wishes to return

### WHY DO I NEED THIS?

The Port St Mary Commissioners are your landlords and have to comply with legislation regarding property occupancy. By providing the information requested on this form you will ensure that any decisions taken by the Commissioners are appropriate to you and your home.

Your attention is drawn to Item 2 Section (g) of your Tenancy Agreement, where the Tenant agrees:

“Not to sign, or sublet or part with Possession of the Property or any part thereof nor take or retain any relatives, boarders or lodgers to reside with him, her or them, not to use the benefit of this Agreement to obtain any credit facility without the written consent of the Commissioners previously obtained in writing.”

Further information is available in your Tenant's Handbook.

You will be notified in writing of the Commissioners decision as soon as possible after the matter has been considered by them.

This is not an application for joint tenancy. If you wish to apply for joint tenancy, please make this statement and details on page 6 and a member of staff will contact you to discuss the matter.

When completing this form please be aware that:

- (1) A person commits an offence if, for the purpose of obtaining the provision of housing under this Schedule, whether for that person or another, that person –
  - (a) makes a statement or representation knowing it to be false; or
  - (b) produces or furnishes, or knowingly allows to be produced or furnished, any document or information knowing it to be false in a material particular.
- (2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding £5000 or to custody for a term not exceeding 6 months, or both.
- (3) If a person is convicted of an offence under sub-paragraph (1) in connection with housing for himself or herself, the court may, in addition to any other penalty, make an order depriving that person of the estate or interest obtained as a result of the statement or representation or the production or furnishing of the document or information.

**Your Details**

**You**

Full Name

Tenant

Date of Birth

Joint Tenant

Date of Birth

**Your Home and Current Family or Household:**

Address

Type of Property you live in: Please Tick

- 3 Bed Maisonette  
  4 Bed House  
  3 Bed House  
  2 Bed House  
  2 Bed Bungalow  
 1 Bed Bungalow  
  2 Bed Flat  
  1 bed Flat  
  Other (state type): .....

Name	Date of Birth	Relationship to You
	dd/mm/yyyy	

**Proposed New Resident**

Please give details of the person who wishes to reside with you.

Full Name  Date of Birth  Gender

Relationship to You

Please tick as appropriate:

Is the proposed person at School, College or University?  Yes  No

Is the proposed person Retired?  Yes  No

*Please Note:- If the proposed new resident is under 18 years of age, further information may be requested.*

Briefly outline the circumstances for requesting permission:-

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Does the Proposed New Resident own a House, Flat or Other type of dwelling?  Yes  No

If the answer is yes, complete the following:

Address:

Current Estimate of Value:

Reason why they are unable to live at the property:

Has the Proposed New Resident sold a House or Flat?  Yes  No

If the answer is yes, complete the following:

Address:

Reason for Sale:

Residual profit from Sale:

How long has the Proposed New Resident lived on the island?  Years

Please list addresses and years below:

Address	Years at that Property

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Does the Proposed New Resident have Dependant Children,  
or access to children as part of a Court Order or Legal Agreement?

Yes

No

If the answer is yes, please provide a copy of the Court Order or other Legal Agreement

Will these children also be staying in your home?

Yes

No

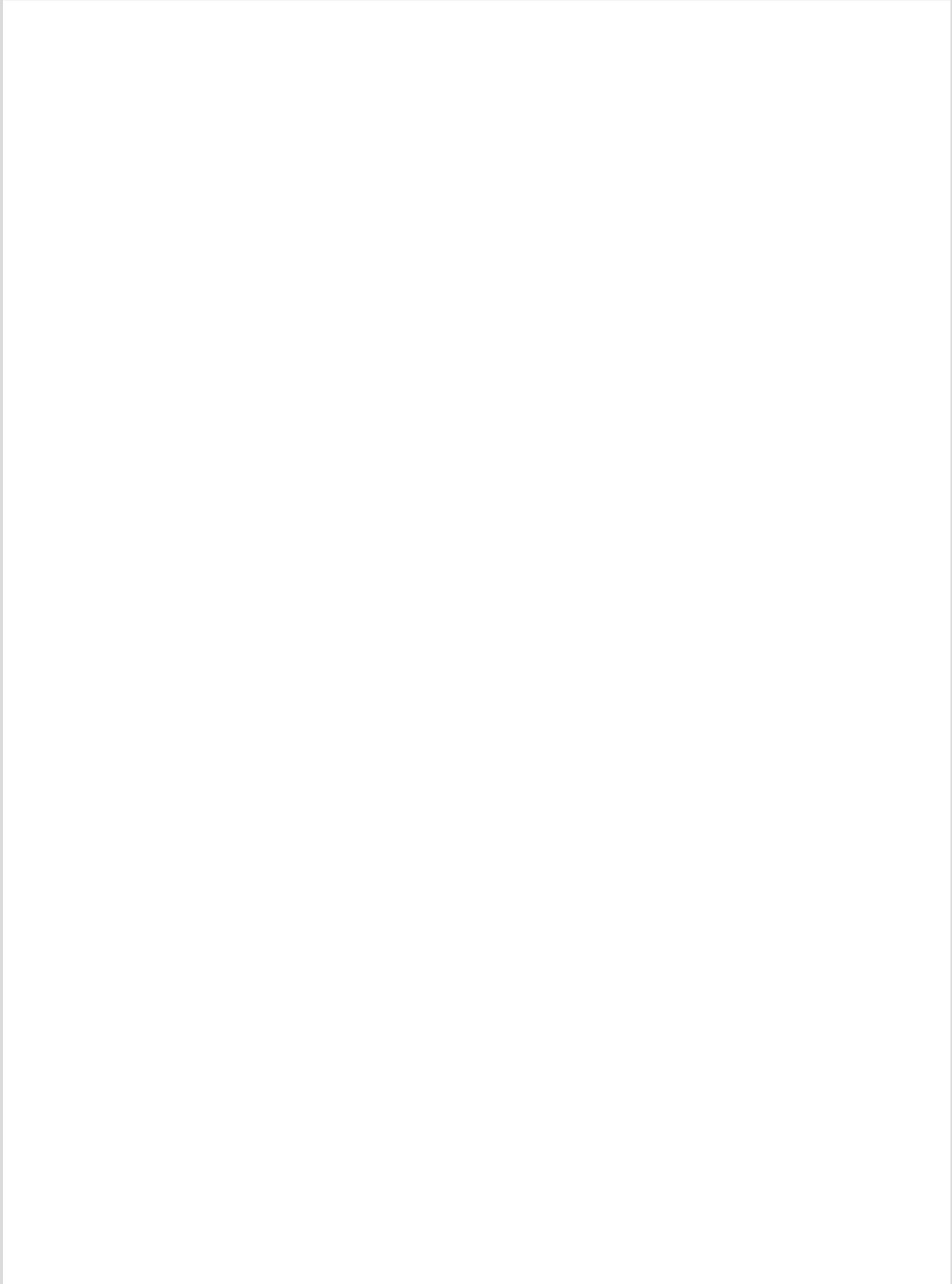
If the answer if yes, please provide the following:

Full Name of Child	Date of Birth	Gender
	dd/mm/yyyy	

Access Arrangements:

What arrangements would you have to put in place to continue with this access:

Any other information which you feel that the Commissioners should know?



Before you sign this form, please ensure that you have completed all relevant sections.

If you have any queries at all about our application, then please contact the Commissioner's Office.

## Port St. Mary Commissioners - APPLICATION FOR AN ADDITIONAL RESIDENT

I / We the Tenant(s), and I the Proposed Occupier understand that:

1. Should permission be granted, there may be conditions imposed by Port St Mary Commissioners.
2. A Lodger Charge may be applied to the rent.
3. The proposed new Resident (and / or dependants) will not have Tenancy Rights.
4. Permission will not be given if the dwelling were to become statutorily overcrowded.
5. A transfer to a larger or other property to accommodate the proposed New Resident and any dependant family will not be given.
6. No alterations will be carried out to the property to enable the proposed new residents to live at this address.

All the information provided to us must be correct. Providing misleading or falsified information is an offence which could result in prosecution and jeopardise any future tenancy. I would draw your attention to the following section of the current Housing (Miscellaneous Provisions) Act 176 which states:

- 3A. (1) A person commits an offence if, for the purpose of obtaining the provision of housing under this Schedule, whether for that person or another, that person -
- (a) Makes a statement or representation knowing it to be false; or
  - (b) Produces or furnishes, or knowingly allows to be produced or furnished, any document or information knowing it to be false in a material particular.
- (2) A person guilty of an offence under subsection (1) shall be liable on summary conviction to a fine not exceeding £5000 or to custody for a term not exceeding 6 months, or both.
- (3) If a person is convicted of an offence under sub-paragraph (1) in connection with housing for himself or herself, the court may, in addition to any other penalty, make an order depriving that person of the estate or interest obtained as a result of the statement or representation or the production or furnishing of the document or information.

First Tenants Signature:

Date:

Joint Tenants Signature:

Date:

Signature of Proposed  
New Resident - or  
guardian if a minor:

Date:

**For Office Use Only: Tenancy Details**

Address:

Tenancy Start Date:

Housing Officer's Notes for Consideration:

**For Office use only:**

RECOMMENDATION AND DECISION

Recommended to Board Meeting (Date)

Approval Recommended

YES

NO

CONDITIONAL

If NO or CONDITIONAL - State Reasons:

Housing Officers Signature:

Date: