

HOUSING (SCOTLAND) ACT 2006 Application for the Grant of Licence for a House in Multiple Occupation

First or further application	
Ref No	
Date Registered	
Fee paid	

Answer question 1 followed by *either* question 2 *or* question 3 and all other questions

1. Name (if any) and address of premises for which a licence is required (hereinafter called “the premises”).	Post Code:
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2. TO BE COMPLETED IF APPLICANT IS AN INDIVIDUAL

a) Full Name (<i>block letters</i>) <i>(NB: The applicant must be the owner of the building and details of all owners to be provided)</i>	Surname	Christian Name(s)	
b) Home Address/Postcode			
c) Email address			
d) Business Hours Tel. No.			
e) Age, Date & Place of Birth	Age	Date of Birth	Place of Birth
f) Is applicant to carry out day to day supervision of the Premises to be licensed? If not, give full name & address, date of birth and place of birth of any employee so engaged.	YES <input type="checkbox"/> NO <input type="checkbox"/>		
g) Landlord Registration number for agent	-----/-----/-----		

3. TO BE COMPLETED IF APPLICANT IS A COMPANY OR PARTNERSHIP		
a) Full Name of Company or Partnership		
b) Address of Principal or Registered Office		
Telephone Number		
c) Full names, addresses and dates & places of birth of directors, partners or other persons responsible for management of the business		
d) Full name, address and date & place of birth of employee or agent who is to carry on the day-to-day supervision of the premises to be licensed		
4. Landlord Registration Scheme Antisocial Behaviour etc (Scotland) Act 2004		
Have you registered as a Landlord in Aberdeenshire?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other local authority registration number:
Registration Number	-----/-----/-----	-----/-----/-----
5. Number of Occupants in HMO		
a) Total number of residents to be accommodated at any one time		
b) Total number of owner/s family or family of person managing premises, normally resident at one time		
6. Number of Rooms		
a) Number of letting bedrooms		
b) Number of bathrooms or WC compartments (including any en-suite)	Bathrooms	WC
c) Number of communal rooms e.g. living room, dining room		
d) Kitchen available to residents	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7. Residents <i>Please tick where appropriate</i>		
a) Do you intend to cater for short term residents e.g. tourists, commercial travellers, workers, etc?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Do you intend to cater for long term residents e.g. students, seasonal workers, who will occupy the premises as their main home whilst resident in Aberdeenshire?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8. What Catering Arrangements are provided to residents? <i>Please tick where appropriate</i>		
a) Bed and Breakfast accommodation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b) Full Board accommodation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c) Self Catering accommodation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d) None	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<p>9. Has/Have the applicant(s) or any other person named in this application ever been convicted of any crime or offence, (This includes current and spent convictions)? (Enter YES or NO only)</p>	<p>YES / NO</p>
<p>10.</p> <p>(a) Has the applicant or any person named in section 2 or 3 above previously held or currently hold an HMO Licence?</p> <p>If YES:-</p> <p>(i) Which Council granted the Licence?</p> <p>(ii) What was its reference number, date of grant and date of expiry?</p> <p>(b) Has the applicant or any person named in section 2 or 3 above ever applied for and been refused an HMO Licence or had an HMO Licence suspended or revoked?</p> <p>If YES:-</p> <p>(i) Which Council refused, suspended or revoked the Licence?</p> <p>(ii) When was the Licence refused, suspended or revoked?</p>	<p>YES/NO</p> <p>(i)</p> <p>(ii)</p> <p>YES/NO</p> <p>(i)</p> <p>(ii)</p>

DECLARATION

*[A] I/We declare that I/we shall for a period of 21 days from this date, display at or near the premises from which the activity or activities is/are to be operated so that it can be conveniently read by the public, a Notice complying with the requirements of Paragraph 2(2) of Schedule 4 to the Housing (Scotland) Act 2006. Once the period has expired, I/We will produce to the Council a Certificate of Compliance together with a copy of the Notice (see [B] of the Appendix).

Or

*[B] I/We declare that I am/we are unable to display a Notice complying with the requirements of Paragraph 2(2) of Schedule 4 to the Housing (Scotland) Act 2006 at or near the premises from which the activity or Activities is/are to be operated because I/we have no rights of access or other rights enabling me/us to do so, but I/we have taken the following steps to acquire the necessary rights without success, namely: (see [C] of the Appendix) {continue on a separate sheet if Necessary}.

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I/We declare that I/We have read the terms of this application form and any related guidance. I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

*Delete as inapplicable

Note: The requirement to display a notice at or near the premises does not apply to women's refuges. The Council will write to persons residing in the vicinity of the premises.

Please complete the above Declaration and read the Fair Processing Notice overleaf before dating and signing the application form.

FAIR PROCESSING NOTICE

WHO MAY PROCESS YOUR PERSONAL DATA?

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

WHAT PERSONAL DATA WILL BE COLLECTED?

The information which you provide on the attached form. This includes:

- Personal contact details
- Details relating to the premises licensed

FOR WHAT PURPOSES WILL YOUR PERSONAL DATA BE USED?

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of Houses In Multiple Occupation licence
- Maintenance of register of Houses In Multiple Occupation licence

WILL ABERDEENSHIRE COUNCIL DISCLOSE YOUR PERSONAL DATA TO ANYONE ELSE?

Yes. Your application will be forwarded to the following consultees while your application is being processed:

- Grampian Police
- Grampian Fire & Rescue Service
- Planning Services of Aberdeenshire Council
- Building Standards Service of Aberdeenshire Council
- Housing Service of Aberdeenshire Council
- The information on your application form may be held on a public register which may be available to members of the public on request.

IF YOU HAVE ANY QUERIES REGARDING COMPLETION OF THIS FORM, OR REQUIRE FURTHER ASSISTANCE, PLEASE CONTACT:

Aberdeenshire Council, Environmental Health Service, HMO Officer: Tel: 01779 483875

Date:

Signature of

Applicant/Agent:

Address of Agent (if any):

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Position of Applicant in the Company or other

Organisation if not otherwise stated:

Failure to give the above consents will mean the application cannot be processed and a licence cannot be granted.

Appendix

[A] Insurance

If an application for a Houses In Multiple Occupation Licence is granted then it will be a condition of the Licence that the Activity or Activities is/are covered by a Public Liability Insurance Policy with a reputable Insurance Company for an amount of cover acceptable to the Council. During the term of the Licence, the Licenceholder(s) will be required to exhibit to the Council on demand evidence that the Policy is still in force and that the premiums have been paid. The Policy and the Premium Receipt(s) can accompany the completed application. Unless these items are produced to the Head of Protective Services and Waste Management, no Licence can be issued.

[B] Display of Notice

The Notice must give the address of the premises and state that an application for a Houses In Multiple Occupation Licence has been made to the Council. It must also give the applicant's full name and address. In the case of a Company, Firm, Public Body or Voluntary Organisation the names and private addresses of the Directors, Partners, Committee Members or other person(s) responsible for the management of the Activity or Activities then that person's name and address must also be shown. A copy of the Notice together with the Certificate of Compliance must be produced once the 21-day time limit has expired. If the Notice is removed, covered or defaced during that period the Certificate must state the reasonable steps taken for its protection or, if need be, its replacement. If the Council are of the opinion that the Notice does not comply with these requirements or that reasonable steps have not been taken to protect or replace the Notice the Council may require the Applicant to display the Notice again for a further period of 21 days before making a final decision on the application.

[C] Notice Unable to be Displayed

If the applicant declares that a Notice cannot be displayed because he does not have rights of access or other rights in respect of the premises to enable this to be done then he must also declare and specify what reasonable steps have been taken without success to acquire these rights.

When completed, this form should be lodged with:

**The Head of Protective Services and Waste Management
(Environmental Health)
Aberdeenshire Council
Gordon House
Blackhall Road
Inverurie
AB51 3WA**

Checklist	✓	To Follow (provide date)
Application form		
Cheque for correct fee		
21 day Notice Displayed		
Gas Certificate		
Electrical Certificates (PAT & PIR)		
Public Liability Insurance		
Tenancy/Occupancy Agreement		