

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

Application for a Licence for a House in Multiple Occupation

PLEASE TICK FOR

GRANT

or

RENEWAL

Answer either question 1, 2 or question 3 and every other question

1. To be completed if applicant is an individual.

		Surname	First Name(s)
(a) Full Name (block letters)			
(b) Home Address			
Postcode			
Business Hours Tel No.			
(c) Age, Date & Place of Birth	Age	Date of Birth	Place of Birth
(d) Is applicant to carry out day-to-day supervision of the premises to be licensed?			YES/NO
(e) If not, give full name, address and date of birth of any employee so engaged.			
		Surname	First Name(s)
Full Name (block letters)			
Home Address			
Postcode			
Tel No			
Date of Birth			

2. To be completed if applicant is a voluntary organisation, management committee etc.

(a) Full Name and address of Organisation, Committee etc.			
	Full Name	Private Address	Tel No
(b) Chairman			
(c) Secretary			
(d) Treasurer			
(e) Contact Person			
(f) Full name, address, date and place of birth of employee or agent responsible for day-to-day management of the premises/site.			
		Surname	First Name(s)
Full Name (block letters)			
Home Address			
Postcode			
Tel No			
Date and Place of Birth			

3. To be completed if applicant is a Company or Partnership.			
(a) Full Name of Company or Partnership, Address of Principal or Registered Office and Company Number.			
(b) Full names, addresses and dates of birth of Directors, Partners or other persons responsible for management of the business.			
Full Name/Designation	Private Address	Tel No	Date of Birth
(c) Full name, address, date and place of birth of employee or agent responsible for day-to-day supervision of the premises/site.			
	Surname	First Name(s)	
Full Name (block letters)			
Home Address			
Postcode			
Tel No			
Date and Place of Birth			
4. Name (if any) and address of premises for which a licence is required.			
5. Number of Occupants			
(a) Total number of residents who can be accommodated at any one time.			
(b) Total number of owner/s family or family of person/s managing premises, normally resident at one time.			
6. Number of Rooms			
(a) Total number of habitable rooms in house (include kitchen).			
(b) Total number of beds.			
(c) Total number of public rooms available for use by residents ie lounge, diningroom etc.			
(d) Total number of rooms used for private accommodation.			
(e) Total number of rooms used solely for private accommodation.			
7. Residents <i>Please delete as appropriate</i>			
(a) Do you intend to cater for short term residents only eg tourists, commercial travellers, etc whose stay will be no more than three weeks duration at any one time?			YES/NO
(b) Do you intend to cater for long term residents including students who will occupy the premises as their main home whilst resident in Angus?			YES/NO
8. Catering Arrangements <i>Please delete as appropriate</i>			
(a) Do you offer Bed and Breakfast accommodation?			YES/NO
(b) Do you offer Full-Board accommodation?			YES/NO
(c) Do you offer Self-Catering accommodation			YES/NO
(d) Do you offer Self-Contained? (ie includes cooking facilities)			YES/NO
(e) Do you offer Bed only accommodation?			YES/NO

9. Has any person named held or have they previously been granted a House in Multiple Occupation Licence? If YES by which authority and when?				
YES/NO	Authority			Date
10. Has any person named applied and been refused a House in Multiple Occupation Licence? If YES by which authority and when?				
YES/NO	Authority			Date
11. Please submit the undernoted documents.				
4 copies of detailed plan premises (see specification for plans)		Relevant insurance cover (photocopy of policy and current cover note)		
Fire Safety Certificate - where premises have been previously inspected (to be dated not more than 2 months prior to date of application)		Appropriate Electrical Certificates (to be dated not more than 2 months prior to date of application)		
Copies of standard Lease and/or Tenancy Agreement		Copies of all relevant Safety Certificates in respect of heating systems (to be dated not more than 2 months prior to date of application)		
12. State below particulars of any convictions or offences against the applicant or any person(s) named in questions 1(a), 1(e), 2(f), 3(b) and 3(c). Please note that these convictions and any future convictions may be referred to the Civic Licensing Committee and may be dealt with in public. Convictions which are spent under the Rehabilitation of Offenders Act 1974 do not have to be included but may also, in certain circumstances, be referred to by the Committee - (continue on separate sheet, if necessary):-				
Name of Person	Date	Court	Offence	Sentence/Fine

Data Protection Act 1998

The information provided by you and by relevant third parties will be used in determining your application for the Grant/Renewal of Licence for a House in Multiple Occupation. It may include both personal and other details and may be shared with other appropriate professionals and service providers. In terms of the Data Protection Act 1998, you are entitled to know what personal information Angus Council hold about you, on payment of a fee of £10. Application should be made to the Head of Law and Administration, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

DECLARATIONS:-

1. (a) I/We declare that in accordance with paragraph 2(2) of Schedule 1 of the Civic Government (Scotland) Act 1982, I/we shall, for a period of 21 days **commencing with the date on which this application was submitted to the Council**, display at or near the premises so that it can conveniently be read by the public a notice complying with the requirements of paragraph 2(3) of the said Schedule.

OR

(b) I/We declare that I/we are unable to display a notice of this application at or near the premises because I/we have no rights of access or other rights enabling me/us to do so, but that I/we have taken the following steps to acquire the necessary rights, namely:- (here specify the steps taken).

but have been unable to display the notice

Delete part (a) or (b) as appropriate. Where declaration (a) is made there must be produced as soon as possible after the expiry of the 21 day period a Certificate of Compliance with paragraph 2(2) of the said Schedule.

2. Angus Council is under a duty to protect the public funds it administers. As a result, the information you have provided or the information provided about you by a third party will be passed to the Council's Finance Division to check whether you have outstanding debts with the Council in relation to such matters as Council tax and non-domestic rates. The Council may also share information about you with other Departments of the Council and with other bodies administering public funds for the prevention of crime and the detection of fraud, such as Government departments and other local authorities.

3. I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I authorise the use of all information which I have provided for the above purposes. I hereby make application to Angus Council for the grant or renewal of the licence applied for.

Date	Signature of Applicant (or agent if applicable)
	Position of Applicant in company (if not other- wise stated)
	Address of Agent (if applicable)

NOTES

1. **To be lodged with the Head of Law and Administration, Angus Council, Forfar together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.**
2. **Any person who in, or in connection with, the making of this application makes any statement which he knows to be false or recklessly makes any statement which is false in a material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding £2,500.**

FOR OFFICE USE ONLY

APPLICANT

ADDRESS OF PREMISES

Date, Amount and Receipt Number	Date Passed to Consultees	Date Observations Received		Details Submitted	Yes/No
		Police	Fire	Plans Insurance Fire Safety Electrical Lease/Tenancy Heating Cert.	
		Trad.Stds	ECP		
		Planning	BC		
		Housing	Finance		
Certificate of Compliance Received	Date of Decision	Decision	Expiry Date	Licence Number and Date of Issue	