

ANGUS COUNCIL

Civic Government (Scotland) Act 1982

House in Multiple Occupation

The attached application form for a house in multiple occupation licence should be completed and returned to the Head of Law and Administration, Angus Council, Angus House, Orchardbank Business Park, Forfar, DD8 1AN.

The lodging fee should be submitted with the application form and please note that this fee is not refundable. The fees are detailed in the **Information for Applicants** note on page 2.

Cheques should be made payable to Angus Council.

You must also display the enclosed notice at or near the premises to be licensed intimating that an application has been lodged with the Council. This notice must be displayed for a period of 21 days commencing with the date on which the application is submitted to the Council.

Only after the expiry of the statutory 21 day period should the enclosed "Certificate of Compliance" be completed and returned to this office.

On receipt of your application form a copy of the form will be forwarded to Tayside Police in order that they may carry out checks into your suitability to hold a licence and this will include a check on any convictions/offences. The Council will also consult with various other parties as and where appropriate. You may wish to contact the Planning Division in advance of submitting the application to ensure that necessary consents eg Planning Permission etc. are in place. Your application is unlikely to be granted if consent is required but not in place. The Head of Finance will also be consulted to check whether you have any outstanding debts due to the Council. This process will take a statutory minimum period of four weeks.

Please note that with effect from 2 February 2010 an amendment was made in relation to the Benchmark Standards for dealing with Fire Safety Issues. You should refer to these Benchmark Standards for further guidance.

Should there be any comments on your application, this will require to be considered by the next available Civic Licensing Committee which generally meets on a three weekly cycle.

If you have any queries, please telephone the Licensing Section on 01307 476254.