

HOUSING (SCOTLAND) ACT 2006

**Application for a Licence for a House in Multiple Occupation
for International or Seasonal Workers Accommodation**

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			
Tel No.			
Business Hours			
(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

DECLARATIONS:-

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.

1. (a) I/We declare that in accordance with paragraph 2(2) of Schedule 4 to the Housing (Scotland) Act 2006, I/we shall, for a period of 21 days **commencing with the date on which this application was submitted to the Council**, cause to be displayed on or near to the living accommodation concerned notice of HMO application which is designed and displayed so that it can be conveniently read by the public in accordance 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

2. The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be used by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 in order to *process your Licensing Application*.

The information you have provided on this Application form, and from supporting documentary evidence – where applicable, will be processed by Angus Council (the “data controller”) for the purposes of the General Data Protection Regulation and the Data Protection Act 2018 (UK GDPR) in order to process your Licensing Application.

For the purpose of dealing with your application, we will share your information in accordance with the Civic Government (Scotland) Act 1982, other licensing legislation and with relevant internal services of Angus Council.

The Council may also check information provided by you, or information about you provided by a third party such as NHS Tayside, Scottish Fire and Rescue Service, Scottish Ambulance Service and Police Scotland with other information held by us. We may also get information from those third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Please note that you should read this service specific Privacy Notice in conjunction with the council’s Full Privacy Statement which is accessible on the council’s website at:

https://www.angus.gov.uk/council_and_democracy/council_information/information_governance/angus_council_full_privacy.

Data Protection Act 2018

The information on this form may be held on an Electronic Register which may be available to members of the public on request.

PLEASE NOTE – IT IS AN OFFENCE TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

I understand that Angus Council are permitted to accept applications for the grant or renewal of this licence; objections or representations; and notifications of any change to the licence, by means of electronic communication. Applications, objections, representations or notifications can be sent to the Council by email to LAWLicensing@angus.gov.uk.

I permit Angus Council to give notice and provide reasons in relation to granting, refusing, renewing, changing, altering, varying, suspending, and revoking the licence by means of email. I authorise the email address provided by me on this application to be used for this purpose.

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

- To be lodged with the Service Leader – Legal & Democratic, Angus Council, Forfar together with the appropriate lodging fee. The application will not be processed without payment of the appropriate fee.
- Any person who knowingly and wilfully makes a statement false in a material particular, in a declaration shall be guilty of an offence and liable on conviction to imprisonment for a term not exceeding two years or to a fine or to both such fine and imprisonment.

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.	
		Planning	BC		
		Housing	Finance		
		ECP.....			
Certificate of Compliance Received	Date of Decision	Decision	Expiry Date	Licence Number and Date of Issue	