



# WEST LoTHIAN COUNCIL

## Housing (Scotland) Act 2006 House in Multiple Occupation - New Application

<p><b>APPLICATION under the Housing (Scotland) Act 2006 for the GRANT of a:</b></p> <p style="text-align: center;"><b>HOUSE IN MULTIPLE OCCUPATION LICENCE</b></p> <p>Information supplied on this form will be held on computer and applicants are advised that in processing this application background checks will be made which may include reference too personal data held on computer.</p>	For official use only																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Date of application</td> <td style="width: 20%;"></td> <td style="width: 30%;">Fee paid</td> <td style="width: 20%;"></td> </tr> <tr> <td>Date to Police</td> <td></td> <td>Receipt no.</td> <td></td> </tr> <tr> <td>Firemaster</td> <td></td> <td>Deadline for initial decision</td> <td></td> </tr> <tr> <td>Environmental Health</td> <td></td> <td>Deadline for final decision</td> <td></td> </tr> <tr> <td>Building Control</td> <td></td> <td>Date to Committee</td> <td></td> </tr> <tr> <td>Planning</td> <td></td> <td>Decision</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Date application determined</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Date of application		Fee paid		Date to Police		Receipt no.		Firemaster		Deadline for initial decision		Environmental Health		Deadline for final decision		Building Control		Date to Committee		Planning		Decision				Date application determined					
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**Question 1** To be completed by a natural person (Note: for application made as company or partnership please provide full details of company/partnership, Full address of principle or registered office, contact number, names, address and dates of birth for all Directors/Partners or other persons responsible for the management of the business, on a separate sheet of paper. In addition the full name, address, and date of birth of the employee or agent who is to be responsible for the day to day management of the business.)

Forename		Surname		Maiden name	
Age		Date of birth		Place of birth	
Home address				Previous home address	
Post code					
Time resident at address		Telephone or contact number			

**Question 2** Does the applicant propose to carry on the day to day management of the activity for which this application applies? Yes / No  
*(If No please give managers details below)*

Full name of manager			
Full address of manager	Date of birth		
	Length of experience of manager		
Post code			

It is strongly advised that before completing this application you read the attached notes of guidance.

**NOTE: 4 COPIES OF A PLAN OF THE PREMISES MUST BE ATTACHED WITH THIS APPLICATION**

**THIS APPLICATION MUST BE SUBMITTED BY THE APPLICANT IN PERSON WITH THE APPROPRIATE FEE AND SIGHT OF A DVLA PHOTOCARD OR PASSPORT & PROOF OF CURRENT ADDRESS I.E. RECENT UTILITY BILL**

<b>Question 3</b> Business name ( <i>if any</i> )				
	Address of premises for which licence is required (Include post code)			
	Telephone number or business contact number			
	Maximum number of Occupants		Number of bedrooms	
	Number of bathrooms/shower-rooms.		Number of kitchens	
How many of the bedrooms have wash-hand basins?				
Is a standard lease or licence used at the premises? If YES please provide a copy with the application				Yes / No
<b>Question 4</b> Has any person or persons named in Answer 1 or 2 been convicted of <u>ANY CRIME</u> or <u>OFFENCE</u> in <u>ANY COURT</u> in the United Kingdom?				
Yes / No	If answer is yes please provide details below, continue on separate sheet if necessary.			
<b>Name</b>	<b>Date</b>	<b>Court</b>	<b>Offence</b>	<b>Sentence</b>
<b>NOTE: Subject to the Rehabilitation of Offenders Act, 1974, all crimes, offences and penalties must be declared.</b>				
<b>Question 5a</b> Has any person named in answers 1 and 2 previously held or does currently hold a House in Multiple Occupation Licence?				Yes / No
If yes which Authority granted the licence?				
What is the reference number?		When was it granted		
When did / does it expire				
<b>Question 5b</b> Has any person named in answers 1 & 2 ever applied for and been refused a House in Multiple Occupation Licence				Yes / No
If yes which Authority refused the licence?				
When was it refused?				

**DECLARATION by Applicant (\*\* delete whichever is not applicable)**

\*\* (A) I/We declare that I/We shall, for a period of 21 days commencing that date hereof, display at or near the premises or site, so that it can conveniently be read by the public.

OR

\*\* (B) I/We declare that I/We are unable to display a notice of this application at or near the premises or site because I/We have no right 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:-

*Please detail the steps you have taken in the box below*

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But have been unable to acquire those rights

- (C) I/We declare that where planning permission is required I/we have submitted planning application or prior approval has been obtained. (**Note:** You will be required to furnish proof or copies of the planning application/planning permission).
- (D) I/We declare that the particulars given by me/us on this form are correct to the best of my/our knowledge and belief.

<b>Date:</b>		<b>Signature of Applicant:</b>	
<b>Where Applicant is company or partnership</b>			
		<b>Signature of agent:</b>	
		<b>Agent's address</b>	
<b>Date:</b>		<b>Position of applicant in company/partnership</b>	

\*\*Delete (A) or (B) as appropriate. Where declaration (A) is made, there must be produced in due course a Certificate of Compliance. A style for such a Certificate of Compliance is enclosed with this form.

Fees: Basic £443 – 3 year licence  
Supplementary -

No of Residents	Additional to Fee
3-50	£50
51-100	£100
101-150	£150
151-200	£200
200+	£250

1. A separate licence is required for each premises.
2. A licence will normally be granted for a period of 3 years.
3. A site notice must be displayed at or near the premises, so that it can conveniently be read by the public, advertising your application. The site notice must be displayed for at least 21 days beginning with the date on which the application was submitted to the Licensing Authority. A style for this site notice is enclosed with this application form.
4. It should be noted that applicants should have planning permission for their premises. Further information on this can be obtained from Development Control Section, County Buildings, Linlithgow. (Telephone number 01506 282456)
5. Any person who in or in connection with the making of this application makes any statement which they know to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction to a fine not exceeding £2500.
6. This application form, when completed, must be submitted by the applicant in person to West Lothian Connected, Unit 16A, Almondvale Centre, Livingston along with the appropriate fee and either the applicant's passport or photocard driving licence and proof of current address i.e. recent utility bill. West Lothian Connected will copy the evidence of identity and immediately return the documentation. If the applicant is a business the application must be submitted by the day-to-day manager of the business and that person must present his/her passport or photocard driving licence along with the application. Details of the current licensing fees can be found on the Council's website – [www.westlothian.gov.uk](http://www.westlothian.gov.uk). In the event of an application being refused or withdrawn after being processed no refund of the fee will be made.

To be completed if not a natural person (e.g. Company or Partnership).

<b>Full name:</b>		
<b>Address of principal / registered office</b>		
<b>Telephone number of principal / registered office</b>		
<b>Directors details</b>		
<b>Full name</b>	<b>Address</b>	<b>Date of birth</b>
<b>Manager / Agent details</b>		
<b>Full name</b>	<b>Address</b>	<b>Date of birth</b>

**SITE NOTICE    Notice No. 1**  
**Housing (Scotland) Act 2006**

**APPLICATION FOR THE GRANT/RENEWAL OF A:**

<b>TYPE OF LICENCE:</b>	See Note 1
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**NOTICE IS HEREBY GIVEN THAT**

<b>NAME:</b>	See Note 2
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of

<b>ADDRESS of Applicant, Company or Partnership:</b>	See Note 3
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has applied to the **WEST LOTHIAN COUNCIL** for the grant/renewal of a \_\_\_\_\_ licence. (See Note 1).

A licence for a 1 year period has been sought. The address of the premises or site for which the licence is sought is:

<b>ADDRESS of Site</b>	See Note 4
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Members of the public may object to this application or make representations concerning it. Any objection or representation must be made in writing and must give grounds for the objection or representation. The name and address of the person objecting or making representations must be stated clearly and the letter must be signed by either the objector or an agent authorised to act for them. Objections or representations should be sent to the Chief Solicitor, Legal Services, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF by \_\_\_\_\_ (See note 7).

Any written objections or representations should be either delivered by hand to the address given above or sent by Recorded Delivery mail to the same address.

The Council can consider late objections, provided a final decision has not been taken on the relevant application. If a late objection is made, it must be accompanied by an explanation for that lateness. If the Council is satisfied with the explanation offered, the objection can be considered.

Signed	See Note 5	
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Signed	See Note 6	
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**Certificate of Compliance Notice No. 2**  
**Housing (Scotland) Act 2006**

**NAME:**

See Note 2

**ADDRESS:**

See Note 3

having made application to West Lothian Council for the grant/renewal of a:

**TYPE of LICENCE:**

See Note 1

in respect of:

**SITE ADDRESS:**

See Note 4

HEREBY CONFIRM THAT I/WE have complied with the terms of Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982, by displaying a notice at or near the above mentioned premises or site where it could be conveniently be read by the public for a period of 21 days from (See Note 6)

Signed: (See Note 5)

Date: (See Note 8)



**West Lothian Council**  
**Housing (Scotland) Act 2006**  
**Site Notices and Certificates of Compliance**

When an application for a licence is for an activity which is mainly carried out in premises, a site notice must be displayed on the premises, informing the general public that an application has been submitted to the Council.

Site notice requirements do **not** apply where the application is for a **temporary** licence. If you are applying for a temporary licence only, you may ignore what follows.

Two notices are attached to these notes. Notice No. 1 provides an outline of the notice to be displayed on the premises. It is called the **Site Notice**. Notice No. 2 is a **Certificate of Compliance** and states simply that the applicant, or the applicant's agents, has complied with the law in the display of the site notice.

The **Site Notice**, once completed, must be displayed on the premises that are the subject of the application. **It must be placed where it can be read easily by the public and must remain on display for a period of 21 days.**

The **Certificate of Compliance** must be completed and submitted to the Council once the site notice requirements have been fully complied with.

The Site Notice and Certificate of Compliance **must** contain the following information: -

- Note 1. The type of licence which is being sought for the premises. Normally site notices are required for the following activities:-
- a) Second Hand Dealers (including Second Hand Vehicle Dealers)
  - b) Public Entertainment
  - c) Metal Dealers
  - d) Late Hours Catering
  - e) House in Multiple Occupation
  - f) Market Operators
- Note 2. The full name of the applicant must be given. This may be an individual name or that of a company or partnership.
- Note 3. The home address of the applicant must be stated. Where a company or partnership is making the application, the registered or financial office of that organisation should be given.
- Note 4. The address of the premises which form the subject of the application must be stated clearly even though the site notice must be displayed at that same address.
- Note 5. The site notice must be signed by the applicant or an agent acting on the applicant's behalf.

- Note 6. The date on which the site notice was first displayed should be clearly stated.
- Note 7. Any person wishing to object to the application or make other representations must make their views known to the Council within 28 days of the date of application or within 28 days of the site notice being displayed. Normally these two dates would be the same. The closing date for the submission of objections or representations must be set out on the site notice by the applicant. This closing date should be 28 days after the submission of your application, or 28 days after first displaying the site notice, whichever is later.
- Note 8. The Certificate of Compliance **only** should be signed and dated when it is submitted to the Council and should state quite clearly when the site notice was displayed. There has to be **at least** a period of 21 days between the two dates specified.

If you have any difficulties completing either of these notices, please contact licensing staff who will be pleased to help. Telephone 01506-281632.

