

**Civic Government (Scotland) Act 1982  
Licensing of Houses in Multiple Occupation Order 2000**

**Application for the grant or renewal of a licence for a House in Multiple Occupation**

Please answer each question in black ink and capital letters or typescript

<b>To be completed if applicant is individual natural person.</b>			
<b>1</b> Full name			
Address and postcode			
Home phone number:		Business phone number	
Age, Date & Place of Birth:	Age:	Date of Birth	Place of Birth
Is applicant to carry out the day-to-day management of the activity?    Yes <input type="checkbox"/> No <input type="checkbox"/>			
If <b>No</b> , please state full name, address and date of birth of any employee or agent so engaged.			
<b>To be completed if applicant is not an individual natural person (eg a company / partnership)</b>			
<b>2</b> Full company name			
Company address and postcode			
Company phone number			
Full name, address and date of birth of directors, partners or any other persons responsible for its management.			
Full name, address and date of birth of employee or agent who is to carry on day to day supervision of the premises to be licensed.			
<b>3</b> Name (if any) and address of premises for which a licence is required (hereinafter called "the premises")			

<b>4 Number of Occupants</b> 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.	
<b>Number of Rooms</b> a) Total number of habitable rooms in house (include kitchen).	
b) Total number of rooms which could be let.	
c) Total number of public rooms available for use by residents which are not private bedrooms ie lounge, dining room etc	
d) Number of WCs.	
<b>Residents</b> <i>Please tick where appropriate</i>  Do you intend to cater for long term residents including students who will occupy the premises at their main home whilst resident in Renfrewshire	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Rental Charge</b>  Give an indication of the normal rental charge for residents.	
<b>Catering Arrangements</b> <i>Please tick where appropriate</i> a) Do you offer bed and breakfast accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
b) Do you offer full board accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
c) Do you offer self catering accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
d) Do you offer self contained accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
e) Do you offer bed only accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Relevant Permissions</b>  If appropriate, has planning permission under the terms of the Town & Country (Scotland) Acts been applied for in respect of the use of the premises as a house in multiple occupation? If Yes, give details and date of lodging applicant and, if applicable, date planning permission granted.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**5 Has / have the applicant(s) / director(s) or any other person named in this application ever been convicted of any crime or offence, If so, subject to the provisions of the Rehabilitation of Offenders Act 1974, give details below. Please note that a police check will be carried out in order to obtain further information.**

Offence	Court	Date	Sentence

**6 a) Specify the insurance in force covering details of insurance company and amount of cover.**

**b) Enclose with application insurance certificate or other proof of insurance cover.**

**7 a) If the application is for renewal of a licence, have any material changes been made to the premises?**

If **yes**, please give details

**b) Certificates of compliance must be submitted from competent and qualified individuals confirming that the necessary standards are being maintained and that no material changes have been made to the premises.**

**c) An application for renewal must also be accompanied by a safety certificate.**

8 \* a) I/We declare that I/we shall, for a period of 21 days commencing with the date hereof, display at or near the premises mentioned at Question 3 so that it can conveniently be read by the public, a notice complying with the requirements of Paragraph 2(3) of Schedule 1 to Civic Government (Scotland) Act 1982. A form which may be used for this purposes is attached.

or

b) I/We declare that I am/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: (specify steps taken)

but have been unable to acquire those rights.

c) I declare that the particulars given by me on this form are correct to the best of my knowledge and belief.

d) Data Protection Act 1998 -

I understand that the information provided in this form will be used for the purposes of processing this application. Some of the information may be stored on computer file. The Council may check information provided with other information held. The information may need to be shared with other Council departments or passed to Strathclyde Police or Strathclyde Fire Brigade to check the accuracy of the information, to obtain further information pertinent to the application or to prevent or detect fraud or crime.

Date ..... Signature of Applicant or Agent .....

Agent's Address .....

.....

Position of Applicant in Company/Partnership if not otherwise stated:- .....

.....

.....

Note Any person who in or in connection with the making of this application makes any statement which he/she knows to be false or recklessly makes any statement which is false may be guilty of an offence and liable, on summary conviction to a fine not exceeding £500.

\* Delete (a) or (b) as appropriate. Where declaration (a) is made there must be produced in due course a certificate of compliance with paragraph 2(2) of Schedule 1 to Civic Government (Scotland) Act 1982.

**Any house:-**

- a) **Which is or requires to be registered -**
  - i) **as a nursing home under the Nursing Homes Registration (Scotland) Act 1938;**
  - ii) **as a residential establishment under S62 of the Social Work (Scotland) Act 1968; or**
  - iii) **as a private hospital under the Mental Health (Scotland) Act 1984;**
- b) **Which is occupied primarily for the purpose for the provision of school students of residential accommodation by an education authority, the board of management of a self-governing school or the managers of a grant aided or independent school (or by any other person in pursuance of such arrangements made by an education authority or any such board of management or managers);**
- c) **Which is occupied by a religious community whose principal occupation is prayer, contemplation, education or the relief of suffering;**
- d) **Which is occupied only -**
  - i) **by qualifying persons, each of whom has a heritable right of ownership of the house; or**
  - ii) **by a person who is a member of the same family as such a qualifying person; or**
- e) **In respect of which a control under Section 178 of the Housing (Scotland) Act 1987 is in force**

shall not constitute a house in multiple occupation.

## **Civic Government (Scotland) Act 1982**

### **(Licensing of Houses in Multiple Occupation) Order 2000 Application for the Grant or Renewal of Licence for a House in Multiple Occupation**

#### **Notes for Guidance**

1. Licences will normally be granted for three years.
2. If the property is a tenement please give the flat number.
3. For new applications a detailed single line plan of the premises (one principal and four copies) must be lodged with the application. Plans should be on scale 1:50.
4. A copy of any standard lease used at the premises must also be submitted.
5. Application for renewal of a licence must be accompanied by certificates of compliance from competent and qualified individuals certifying that the necessary standards are being maintained and no material changes have been made without the Council's consent. A safety certificate must also be produced. In respect of gas appliances from a Corgi registered individual and in respect of electrical appliances from a member of the Institute of Electrical Engineers (IEE).
6. An appropriate certificate of insurance or proof of insurance cover must accompany any application, showing public liability cover of £5 million.
7. Paragraph 2 of Schedule 1 to the Civic Government (Scotland) Act 1982 deals with the advertisement of your application. A style of notice is attached. The notice must be displayed on or near your premises in a position where it can be easily read for at least 21 days from the date of your application and you must return to the Council at the expiry of the 21 days, a copy of the notice with the certificate at the foot completed. There are certain exceptions from this requirement. Please check with the licensing section (phone. 0141 840 3244) for further details.

**Completed application forms should be lodged with the Licensing Section at the undernoted address. Please note that application fees are non-refundable.**

#### **Contact Details**

**Tel:** 0141 840 3498

**Fax:** 0141 840 3566

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

#### **Office Hours**

Monday to Thursday 8.45am - 4.00pm

Friday: 8.45am - 3.15pm

#### **Or write to:**

Renfrewshire Council

Licensing Section

Headquarters

Cotton Street

Paisley

PA1 1TT



# Display Notice

## Civic Government (Scotland) Act 1982

Application for the

(insert grant or renewal)

of a

(insert type of licence applied for)

licence

I declare that an application as detailed above has been made to Renfrewshire Council. A copy of the application form lodged with Renfrewshire Council is displayed opposite.

Any objection or representation relating to the application should be made to the Head of Legal Services, Renfrewshire Council, Licensing Section, Headquarters, Cotton Street, Paisley, PA1 1TT

before

(insert 21 days from the date the application is lodged with Renfrewshire Council)

Any objection or representation must be in writing and:

- must specify the ground of the objection or the nature of the representation,
- must specify the name and address of the person making it,
- must be signed by him/her or on his behalf.

Such a representation shall be considered to have been made within the period referred to if it is delivered by hand within that period or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be delivered within that period.

It should also be noted that where an objection or representation is made to the Council after the date referred to but before a final decision is taken on the application, it is competent for the Council to entertain it if it is satisfied that there is sufficient reason why the objection or representation was not made within the period of time stated.

Signed (by applicant)	PLEASE PRINT NAME:
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**This site notice must be displayed for the whole of the period of 21 days at, or near, the premises so that it can be conveniently read by the public.**

Renfrewshire Council, Licensing Section, Headquarters, Cotton Street, Paisley, PA1 1TT

# Certificate of Compliance

## Civic Government (Scotland) Act 1982

I,

(insert name of applicant)

applicant for a

(insert type of licence applied for)

licence

hereby certify that the Notice (as per overleaf) has been posted at or near the premises at:

(insert address of premises)

from:

(insert date application lodged at licensing office)

to:

(insert 21 days date thereafter)

containing such information as is required by paragraph 2(3) of Schedule 1 to the above Act.

\* Where the said Notice was removed, obscured or defaced during the abovementioned period, I took reasonable steps for its protection and replacement as follows:- (give details and circumstances)

Date:		Signature:	
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Please complete this side of the form **after** the 21 days date and return to this office:

Renfrewshire Council  
Licensing Section  
Headquarters  
Cotton Street  
Paisley  
PA1 1TT

\* Please delete if inapplicable



# Assistance for completing display notice and certificate of compliance

The **DISPLAY NOTICE** and the **CERTIFICATE OF COMPLIANCE** should be printed back to back.

The **DISPLAY NOTICE** must be completed and displayed at the premises to which the licence relates. Please note that the date on the display notice must be exactly 21 days from the date the application is lodged with the licensing section. (If posting your application please remember the 21 days will not commence until the application has been received at this office).

After the 21 days date has passed the **CERTIFICATE OF COMPLIANCE** (on the reverse of the display notice) requires to be completed and returned to the licensing office. The dates on this certificate must reflect the date the application is lodged and the 21 days thereafter.

**Once the 21 days date has passed and both sides of this form have been completed correctly you must ensure that you submit the original to the licensing office.**

If you are in any doubt about these dates, please contact the licensing office at the undernoted address for clarification.

## Contact Details

**Tel:** 0141 840 3244

**Fax:** 0141 840 3566

**E-mail:** [licensing.cs@renfrewshire.gov.uk](mailto:licensing.cs@renfrewshire.gov.uk)

## Office Hours

Monday to Thursday 8.45am - 4.00pm

Friday 8.45am - 3.15pm

## Or write to:

Renfrewshire Council  
Legal Services Department  
Licensing Section  
Headquarters  
Cotton Street  
Paisley  
PA1 1TT

This is the schedule annexed to the foregoing licence.

### **Licence Conditions**

1. The licensed premises shall comply with Renfrewshire Council's Licensing of Houses in Multiple Occupation Scheme, the Schedule and any amendment thereto (hereinafter referred to as "the Schedule").
2. The licence holder shall comply with the Food Safety Act 1990 the Food Safety (General Food Hygiene) (Scotland) Regulations 1995, the Health and Safety at Work etc Act 1974 and any amendments thereto.
3. The premises shall be provided with:-
  - (a) adequate means of escape in case of fire;
  - (b) adequate means of ensuring that the means of escape can be safely and effectively used at all times;
  - (c) adequate and suitable fire fighting equipment;
  - (d) a suitable fire detection and alarm system complying with BS 5839;
  - (e) an adequate number of notices detailing procedures in the event of fire;
  - (f) adequate heating, lighting and ventilation.

The equipment required to comply with this condition shall be adequately maintained at all times, and it shall be the responsibility of the licence holder to ensure adequate instruction is given to residents / occupants of the premises in the said procedures.

4. The licence holder shall ensure that the premises at all times be structurally sound and by their nature, be capable of carrying all loads imposed on them in compliance with the relevant British Standards in relation to loading of buildings.
5. The use of the premises must comply with the terms of any planning permission, building warrant and / or listed building consents issued by Renfrewshire Council's Planning & Transport Committee from time to time.
6. The use of the premises shall be as authorised from time to time by Renfrewshire Council in terms of the Building (Scotland) Acts 1959 and 1970.
7. The premises must be maintained to the standards specified in the Scheme.
8. The licence holder shall ensure that there is adequate insurance cover in place in respect of the premises. The property must be insured for its full reinstatement value. Public liability insurance cover should be held in the sum of £5 million.
9. The licence holder shall ensure that no alterations be permitted to the premises without the written permission of Renfrewshire Council. Applications for renewal of a licence must be accompanied by certificates of compliance from competent and qualified individuals certifying that the necessary standards are being maintained and no material changes have been made without the Council's consent.

10. The licence holder shall have in force a written Occupancy Agreement with the tenants which must meet the approval of the Council. It should be a condition of any such occupancy agreement that the licence holder has a duty to maintain:-
  - (a) the structural fire precautions;
  - (b) exterior routes to a place of safety (including routes from below emergency escape windows); and
  - (c) installations.
11. All appliances, furniture and general goods provided to the occupier shall comply with the requirements of the Consumer Protection Act 1987 and all the Regulations made thereunder (including the General Product Safety Regulations 1994).
12. Once approved the Occupancy Agreements must not be altered unless the licence holder obtains further Council approval which shall not be unreasonably withheld.
13. Liquid Petroleum Gas (LPG) type room heaters are prohibited in the premises. Solid fuel, oil fired and gas fired appliances must comply with the provisions of the Scheme.
14. The licence holder shall allow free access to the premises for the following officials for licensing purposes:-
  - (a) any officer of Renfrewshire Council;
  - (b) any officer of Strathclyde Police;
  - (c) any officer of Strathclyde Fire Brigade.
15. The licence holder shall be responsible for the day to day running of the premises and shall use all available means to ensure that no disturbance arises within or from the premises.
16. The licence holder shall ensure that adequate and up-to-date records are maintained for all residents. These records shall be made available on request to officials of Renfrewshire Council and shall include the following details:-
  - (a) each resident's full name;
  - (b) dates of entry and departure of each resident;
  - (c) each resident's record of rental payments / arrears.
17. The licence holder shall ensure that where rent is payable weekly, the licence holder shall record all payments of rent in a rent book which shall be retained by the resident. Otherwise a written receipt of each rental payment shall be issued to the resident.
18. The licence holder shall issue receipts for rental deposits received.
19. The licence holder shall refund the rental deposit, or part thereof, within 14 days of any agreed occupancy termination date or as soon as is practicable thereafter.

20. The licence holder shall be responsible for ensuring that all electrical installations are in accordance with the current I.E.E. Wiring Regulations and that gas and electrical appliances provided by the licence holder are maintained in a safe and satisfactory condition.
21. The licence holder shall comply with the current regulations regarding the maximum resale price of gas and electricity supplied, where appropriate.
22. Adequate facilities must be provided for the storage and disposal of refuse.
23. The licence holder shall ensure that residents' mail is available to residents on a daily basis.
24. The licence holder shall comply with all relevant legislation affecting private sector residential tenancies, including any regulations made thereunder.
25. The licence holder shall ensure that a telephone to which the residents have access shall be installed in the premises for the purpose of calling the emergency services.
26. The licence holder must comply with the requirements of the Race Relations Act 1976.
27. The licence holder shall display the licence and these conditions in a prominent position.
28. Renfrewshire Council or Strathclyde Fire Brigade shall have the power to set a limit on the maximum number of people to be accommodated in the premises or any part of the premises. In any event, the number of persons residing at the premises at any one time shall not exceed the maximum number stated in the licence.
29. Renfrewshire Council reserve the rights to exempt particular premises from the requirement to have a licence.
30. When there is a material change of circumstances affecting the licence holder, or the activity to which the licence relates, the licence holder must notify Renfrewshire Council of the change as soon as is reasonably practicable after it has taken place.
31. The licence holder shall deliver this licence document to Renfrewshire Council where the licence relates to an activity either which he / she has given up or has had suspended / revoked within seven days of the said surrender / suspension / revocation.
32. Renfrewshire Council may, at any time, vary or suspend a licence on any grounds which they consider reasonable. Notice will be given to the licence holder, the Chief Constable and the Fire Authority at least seven days before any variation or suspension is considered. The licence holder will be given an opportunity to be heard by the Council before any variation or suspension is made and shall be notified of the decision, in writing within seven days.

The Council has power to suspend the licence for premises, whether upon a complaint made to them or not, in the following circumstances:-

- (a) Where the licence holder or a person involved in its management is in the Council's view no longer a fit and proper person; or
- (b) The licensing activity is causing or is likely to cause undue public nuisance or a threat to public order or safety or a licence condition is broken.

Prior to suspension, the licence holder, any complainant, the Chief Constable and the Fire Authority shall be given an opportunity to be heard having received 21 days notice of the hearing in writing.