



**HOUSING (SCOTLAND) ACT 2006**  
**APPLICATION FOR THE GRANT OR RENEWAL OF A LICENCE FOR GIVING**  
**PERMISSION FOR A HOUSE TO BE OCCUPIED AS A HOUSE IN MULTIPLE OCCUPATION**

1. Is this application for the grant or renewal of a licence?	Grant/Renewal.
<p>2. <b>To be completed if applying as an individual. If applying as an organisation go straight to question 3.</b></p> <p>(a) Full name (Block letters)</p> <p>(b) Home address</p> <p>(c) Age and date and place of birth</p> <p>(d) Is the applicant to be responsible for the day to day management of the giving of permission to occupy the house?</p> <p>If not, give the full name, address and date of birth of the employee or agent who will be responsible.</p>	YES/NO.
<p>3. <b>To be completed if applicant is not an individual, e.g. company or partnership.</b></p> <p>(a) Full name of organisation</p> <p>(b) Address of organisation's registered or principal office</p> <p>(c) Name and private addresses of directors, partners or other persons responsible for the organisation's management</p> <p>(d) Full name, address and date of birth of employee or agent who will be carrying out the day to day management of the giving of permission to occupy the house.</p>	
4. Name and address of house to be occupied.	

5. Are you the owner of the house?	YES/NO.
<p>6. Number of persons occupying the house as their only or principal residence at the date of application:-</p> <p>(a) males</p> <p>(b) females</p> <p>(c) total</p> <p><b>N.B. Please supply a sample of the occupancy agreement concluded with the persons occupying the house.</b></p>	
7. Are these persons all members either of the same family or of one or other of two families?	YES/NO.
8. Is the house used as a women's refuge?	YES/NO.
<p>9. Total number of rooms in the house used exclusively as:-</p> <p>(a) bed sitting rooms</p> <p>(b) bedrooms</p> <p>(c) bathrooms</p> <p>(d) kitchen/scullery</p> <p>(e) other, e.g. lounge, etc.</p> <p><b>N.B. A drawing showing the layout of and the facilities in the house may be required.</b></p>	
<p>10. Total number in the house of:-</p> <p>(a) water closets</p> <p>(b) fixed sinks</p> <p>(c) fixed bath or shower</p> <p>(d) fixed wash hand basins</p>	
11. Number of letting rooms in house.	
<p>12. (a) Have you previously held, or do you currently hold, a licence for a house in multiple occupation?</p> <p>If YES, when was the licence granted, when did/does it expire and which authority granted it?</p> <p>(b) Have you ever applied for and been refused a licence for a house in multiple occupation?</p>	<p>YES/NO.</p> <p>YES/NO.</p>

If YES, when were you refused and which authority refused your application?	
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13. Subject to the provisions of the Rehabilitation of Offenders Act 1974, has any party named in questions 2 or 3 above been convicted of any crime or offence? If so, please give details of the crime(s) or offences(s) below.

DATE	COURT	OFFENCE	SENTENCE

\*(A) I/We declare that I/we shall, for a period of 21 days beginning with the date on which this application is submitted to the licensing authority, 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 Schedule 1 to the Civic Government (Scotland) Act 1982

**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 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 acquire those rights.

**\* 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 the Civic Government (Scotland) Act 1982. Where the application is made in respect of a house in multiple occupation used as a women's refuge both (A) and (B) should be deleted.**

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

I enclose £ \_\_\_\_\_ in respect of the application fee.

\_\_\_\_\_ (Signature of Applicant or Agent)

\_\_\_\_\_ (Agent's address)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Position of Applicant in organisation if not otherwise stated)

\_\_\_\_\_ (Date)

**N.B. Any person who in or in connection with the making this application, makes any statement which they know 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 level 4 on the standard scale (currently £1,000).**

**FOR OFFICE USE ONLY**

<b>DATE RECEIVED</b>	<b>FEE PAID</b>	<b>DATE OF DECISION</b>	<b>DECISION</b>

**Housing & Community Services, East Dunbartonshire Council, 11-17 Kerr Street,  
Kirkintilloch, GLASGOW, G66 1LF.  
Telephone: 0141 578 2161**