



**HOUSING (SCOTLAND) ACT 2006 PART 5  
LICENSING OF HOUSES IN MULTIPLE OCCUPATION**

**APPLICATION FOR THE GRANT OR RENEWAL OF A  
HOUSE IN MULTIPLE OCCUPATION LICENCE**

PLEASE READ GUIDANCE NOTES SUPPLIED BEFORE COMPLETING FORMS

**A. APPLICANT DETAILS**

Full Name .....

Home Address .....

.....

.....

Post Code .....

Tel. No ..... Mobile.....

Email .....

Date of Birth ..... Age.....

Place of Birth .....

**B. BUSINESS DETAILS**

Full Name of Business .....

Address of Registered  
or Principal Office .....

.....

.....

Post Code .....

Tel. No .....

Email .....

**Full details of all Directors or Partners of the business (continue on a separate sheet if required)**

Full Name .....

Home Address .....

.....

Post Code .....

Tel. No .....Mobile.....

Email .....

Date of Birth .....Age.....

Place of Birth .....

Full Name .....

Home Address .....

.....

Post Code .....

Tel. No .....Mobile.....

Email .....

Date of Birth .....Age.....

Place of Birth .....

**DAY TO DAY MANAGER**

Do you intend to carry out the day to day management of the business? YES / NO

If no, provide the full details of the agent/day-to-day manager who will be responsible for management of the premises:

**Full details of the employee responsible for the day to day management of the business**

Full Name .....

Home Address .....  
 .....  
 .....  
 Post Code .....  
 Tel. No ..... Mobile.....  
 Email .....  
 Date of Birth ..... Age.....  
 Place of Birth .....

**C. LICENCE DETAILS**

Grant       Renewal      Tick one box only

**If a Renewal**

Current Licence Number .....

Continue to section D

**If not a Renewal:**

Have you previously held a House in Multiple Occupation  
 Licence in this area or any other area in the UK?      YES / NO

If Yes Area .....

Dates and duration of licence .....

Reason no longer licensed .....

Have you previously been refused a house in Multiple Occupation  
 Licence in this area or any other area of the UK?      YES / NO

If Yes Area .....

Reason for refusal(s) .....

Date(s) of Refusal .....

**D. PREMISES DETAILS**

Name (if any) and full address of premises (hereinafter called “the premises”) for which a licence is required, including postcode.

.....  
.....  
.....Post Code.....

Please give a general description of the type of the premises (e.g. bungalow, flat, specify the number floors).

.....  
.....

**Ownership of the premises**

Do you own the premises/land on which the premises are located that you are seeking a licence for? YES / NO

If yes, do you share ownership? YES / NO

If you do not own, or are not the sole owner of the premises/land on which the premises are located, please provide the full name(s) and address(es) of each owner (continue on the additional information sheet if necessary):

Full Name .....

Home Address .....

.....

.....

Post Code .....

If you do not own or are not the sole owner of the premises, do you have permission of the owner(s), each other owner(s) or, person authorised to act on behalf of the owner(s)? YES / NO

**Energy Performance Certificate**

Does this premises have an Energy Performance Certificate (EPC) issued within the last 10 years? YES / NO

Please enclose a copy of the EPC with this application.

Please tick the box which indicated the EPC Rating for the premises:  A  B  C  D

**Gas Safety**

Does the premises have a gas supply? YES / NO

If yes, please provide a copy of the most recent gas certificate for the premises with the application, which has been carried out within the last 12 months.

**Electrical Safety**

Do tenants have access to electrical fittings within the premises YES / NO

If yes, please provide a copy of the most recent Electrical Installation Condition Report on fixed installations with this application, which has been carried out within the last 3 years.

Do tenants have access to electrical moveable appliances within the property? YES / NO

If yes, please provide a copy of the most recent Portable Appliance Testing (PAT) Report, which has been carried out within the last 12 months.

**Planning**

Have you considered if planning consent is required? YES / NO

If Yes, please give the reference and date granted .....

If No, please search “Do I need planning permission?” at [www.moray.gov.uk](http://www.moray.gov.uk)

**Building Standards**

Have you considered if a building warrant is required? YES / NO

If Yes, please give the reference and date granted .....

If No, please search “Do I need a building warrant?” at [www.moray.gov.uk](http://www.moray.gov.uk)

**Landlord Registration**

Are you a Registered Landlord? YES / NO

If yes, please provide your landlord registration number .....

More information can be found online here:  
[http://www.moray.gov.uk/moray\\_standard/page\\_127534.html](http://www.moray.gov.uk/moray_standard/page_127534.html)

**Water Safety**

Does the premises have a private water supply? YES / NO

If yes, have you complied with the requirements set out in the Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017? YES / NO

Moray information can be found online here:

**Chimney**

Does the premises have a Chimney in use? YES / NO

If yes, please provide an annual inspection/cleaning of chimneys/flues certificate

**Occupants**

Total number of residents who can be accommodated at any one time. ....

Total number of owner(s) family or family of the person(s) managing the premises, residents at one time. ....

Is the accommodation used by the owner(s) family or family of person(s) managing the premises entirely separate from the other residents accommodation? YES / NO

**Rooms**

Total number of habitable rooms (include kitchen) .....

Total number of letting bedrooms .....

Total number of public rooms available for use by the residents i.e. lounge/dinning room etc. ....

Total number of rooms used for owner/manager's private accommodation .....

**Residents**

**Please enclose the Tenancy Agreement with the application**

Do you intend to cater for long term residents including students, who will occupy the premises as their main home? YES / NO

**Catering**

Do you offer Bed & Breakfast accommodation? YES / NO

Do you offer Full Board accommodation? YES / NO

Do you offer Self Catering accommodation? YES / NO

Do you offer Bed Only accommodation? YES / NO

Are you aware of any building work that has been carried out on the property in the last 10 years? YES / NO

If yes please specify

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.....  
.....

**Insurance**

Specify the buildings insurance and public liability insurance in force, including details of insurance company and amount of cover. Public Liability cover must be for at least £5 million.

**Please enclose with the application a valid Insurance Certificate or other proof of insurance cover.**

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.....  
.....

**E. CRIMINAL CONVICTIONS**

Have you, or any other person named in this application, **ever** been convicted of **any** crime or offence

YES / NO

If yes, details .....  
.....  
.....

See Guidance Notes for reference to “Spent Convictions”

**F. RESIDENCE OUTSIDE THE UK**

Since being born have you, or anyone named In this application, lived outside the UK for a continuous period of 12 months or more?

YES / NO

If you have answered YES please provide details of all the countries in which you, or anyone named in this application, have lived. Please continue on a separate sheet if required.

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

Country of Residence.....From .....To.....

For each country you, or anyone named in this application, have lived in the last 10 years you are required to provide a Criminal Record Check. Please refer to the guidance for further details of the documentation you are required to provide.

**Declaration**

Delete a) or b) as appropriate. Where declaration a) is made, there must in due course a Certificate of Compliance in accordance with paragraph 2(4) of Schedule 1 of Housing (Scotland) Act 2006 Part 5.

- a) I/we declare that I/we shall, for a period of 21 days commencing the date hereof, display at or near the premises mentioned in Section D so that it can be conveniently read by the public, a notice complying with the requirements of Paragraph 2(2) of Schedule 1 of the Housing (Scotland) Act 2006 Part 5. A form which may be used for this purpose is attached.

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, but have been unable to acquire those rights: (specify steps taken)

.....

.....

.....

**NB: The display of the above mentioned notice does not apply to premises used as a women’s refuge, however, the licensing authority will give notice in writing to persons residing in the vicinity of the premises.**

I declare that the particulars given by me on this form are true and I hereby make application to Moray Council for the grant or renewal of the licence applied for.

Signature of applicant .....Date .....

Or

Signature of Agent on behalf of applicant .....Date .....

Agents Address .....  
.....

**NB. It is an offence for any person to make any statement which he knows to be false in this application or in connection with the making of this application**

**Data Protection** - Moray Council / Licensing Board is the data controller for this process. Information about you on this form will be used to process your licensing application. In processing your application, the information may be shared between Council departments, other agencies and the public where necessary and/or in accordance with statute. The Council / Board has a duty to process your information fairly. Information we hold must be accurate, up to date, is kept only for as long as is necessary and is otherwise shared only where we are legally obliged to do so. You have a legal right to obtain details of the information that we hold about you. For full terms please visit [Licensing Privacy Statement](#). For full Data Protection policy, information and rights please see [www.moray.gov.uk/dataprotection](http://www.moray.gov.uk/dataprotection) .

## APPLICATION CHECKLIST

<b>Tick</b>	<b>Documents at time of applying</b>
	Completed and Signed Application Form
	Appropriate <u>Fee</u>
	Electrical Safety Certificate (within the last 3 years)
	Portable Appliance Test (PAT) Report (within the last 12 months)
	Gas Safety Certificate (within the last 12 months)
	Inspection/cleaning of chimneys/flues (within the last 12 months) (If applicable)
	Tenancy Agreement
	Buildings Insurance & Public Liability Insurance (at least £5 Million)
	Property Plan (showing room dimensions)
	Energy Performance Certificate (EPC) (within the last 10 years)
	<b>Display “Display Notice HMO/CERT/1” at time of submission for 21 days</b>
<b>Tick</b>	<b>Documents 21 days from date of application</b>
	<b>Certificate of Display HMO/CERT/2</b> (Return after 21 days of display)