

SHETLAND ISLANDS COUNCIL

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

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

Please read the accompanying notes before filling in this form. The form should be completed using BLOCK CAPITAL LETTERS. Should you need assistance in completing it, please contact the Infrastructure Services Department, Old Anderson High School, Lovers Loan, Lerwick, Shetland, ZE1 0BA. Telephone: Lerwick 745250. Fax: Lerwick 744802.

When you have completed the form please send it to Environmental Health at the address given above, along with the appropriate application fee.

Answer Question 1 OR 2 and ALL other questions

1 To be completed if applicant is an individual (do not complete section 2 if you fill in this section)			
	Title	Surname	First Name(s)
(a) Full Name			
(b) Home Address			
(c) Telephone Numbers	Home:		
	Business:		
	Mobile:		
Email address			
(d) Age, Date and Place of Birth	Age	Date of Birth	Place of Birth
(e) Are you as the applicant going to carry out the day-to-day management of the premises? If no, give full name, address and date of birth of any employee or agent so engaged	YES/NO		

2 To be completed if applicant is a Company, Partnership or Committee Member (do not complete section 1 if you fill in this section)	
(a) Name of Business or Partnership	
(b) Address of Principal or Registered Office	
(c) Telephone Numbers Business: Mobile: Email address:	
(d) Names, private addresses and dates of birth of directors /partners	
(e) Full name, address and date of birth of employee or agent to carry out the day-to-day management of the business Contact details of above applicant Telephone Numbers Home: Business: Mobile: Email address	

The following questions are to be answered by ALL applicants	
3 Address of the premises for which a licence is required.	
4 Is this an existing HMO? If not, when is it to begin operating?	YES / NO
5 Do you have, or have you applied for, any necessary Planning or Building Control consents?	

6 What heating provision do you have in each of the bedrooms and communal living rooms?	
7 What fire detection and warning systems do you have in place?	
8 What means of escape in the event of fire do you have in place?	
9 What facilities do you have in place for the drying of clothes?	
10 What facilities do you have in place for the storage of refuse?	
11 What arrangements are in place to ensure the maintenance and cleaning of common areas, including gardens?	
12 Is the property let furnished?	

13 Please state the number, and where indicated, dimensions of each of the following:

ITEM	NUMBER	DIMENSIONS
Single Bedrooms (1 Adult)		
Double Bedrooms (2 Adults)		
Triple Bedrooms (3 Adults)		
Bedrooms (Over 3 Adults)		
Family Room (2 Adults & Children)		
Communal Living Rooms		

ITEM	NO.	ITEM	NO.	ITEM	NO.
Maximum Occupants		Kitchens		Bathrooms	
Separate Families		Kitchen Sinks		Toilets	
Storeys		Cookers		Baths / Showers	
Wash Hand Basins		WCs			

14 Please state type of HMO

Landlord with lodgers	
Bed-sits	
Flats or houses let as a whole	
Nurses homes	
Student Halls of Residence	
B & B's, hotels and guesthouses	
Hostels (SIC and Charity)	
Sheltered Accommodation	
NHS Hospitals – where employees resident	
Other employee residences	

15 Has any party named in 1 or 2 above ever been convicted of ANY crime or offence? If yes, subject to the provisions of the Rehabilitation of Offenders Act 1974, give particulars below. **If no, please write none below.**

Date	Court	Offence	Sentence

<p>16 (a) Has any party named in 1 or 2 above previously held or does he currently hold a House in Multiple Occupation licence?</p> <p>If yes, when was the licence granted, when did/does it expire, which Authority granted it, and what was the Licence Number?</p>	<p>YES/NO</p>
<p>(b) Has any party named in 1 or 2 above ever been refused a House in Multiple Occupation licence?</p> <p>If yes, when and which Authority refused, suspended or revoked the Licence?</p>	<p>YES/NO</p>

Please see the attached checklist for details of documents which should be enclosed with your application.

I declare that the particulars given by me on this form are correct to the best of my knowledge and belief. I hereby make application to the Council for the granting/renewal* of a House in Multiple Occupation Licence. I have received and read the general conditions relating to the licensing of Houses in Multiple Occupation. I enclose the appropriate application fee.

Signature Date
 (Signature of Applicant or Agent)

Print Name

.....
 On behalf of

.....
 (Complete where you are applying on behalf of a Company or Partnership)

Position

.....
 (Position of applicant in Company or Partnership if not otherwise stated)

Note: Any person who in or in connection with the making of this application makes any statement which he knows 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.

Data Protection:

The information you have provided will be used by Shetland Islands Council to process your application and to maintain the register in terms of The Housing (Scotland) Act 2006 Part 5, Licensing of Houses in Multiple Occupation. The Council may share your information with third parties in order to check its accuracy, prevent and detect fraud or protect public funds. We may also share the information provided and other relevant information we hold about you between Council departments and others where this is necessary or expedient for the purposes of the Act or as otherwise required by law. You can request access to any personal information held about you by the Council by writing to the Head of Governance and Law, Legal Department, 8 North Ness Business Park, Lerwick, Shetland.

This form is to be lodged with Environmental Health & Trading Standards, Old Anderson High School, Lovers Loan, Lerwick, Shetland, ZE1 0BA, together with the appropriate application fee and additional documents where appropriate. Please note the fee is an application fee; it will not be refunded in the event of the licence application being either withdrawn or refused.

LIST OF INFORMATION TO BE SUBMITTED WITH THE APPLICATION FORM

1. PLANS

An application for licence in respect of an HMO should be accompanied by copies of plans of the premises. Where possible these plans should include a floor plan of each floor to a scale of 1: 50 with elevations to a scale of 1:100 and should include a section through the building (including stairs) where the building is more than one storey. The plans should include all appropriate structural detail required to assess the suitability of the building. A site plan (including boundaries) to a scale of 1:500 should also be provided.

• **Floor Plan** The floor plan and accompanying documentation should show details, where appropriate, of the following:

- All apartments including bedrooms, living rooms and circulation areas
- Fire Exits including stairs
- Fire-fighting points, fire doors, emergency escape windows, and equipment provided
- Emergency lighting, fire detection and alarm systems
- Sanitary accommodation including position of WC's, showers, baths & whb's
- Kitchens & kitchen arrangements including detail of sinks, drainers, cookers, worktops, fridges and other food storage.
- Heating arrangements including detail of flues and fuel storage.
- Lighting (including light switches) and socket outlet points
- Provision of ventilation
- Clothes drying facilities
- Fixed telephone point

• **Site Plan** The site plan should give details of the following:

- Refuse storage arrangements
- Position of any septic tanks, soakaways or sewage disposal facility.
- External lighting points
- Source or site of any private water supply and water storage arrangements
- Site of any external LPG or oil storage areas

Whilst every effort should be made to submit plans to the above requirement should such plans not be available then hand drawn line plans will be acceptable providing that they are reasonably to scale or adequately dimensioned.

2. TENANCY/OCCUPANCY MANAGEMENT AGREEMENTS

• A copy of the tenancy/occupancy management agreement which is used or proposed to be used in relation to the operation of the HMO.

3. OTHER REQUIREMENTS

Electrical Certificate

- An application for licence should be accompanied by an electrical certificate in the form prescribed in Appendix 6 of BS 7671. The certificate will require to be signed by a qualified person who is
- A professionally qualified electrical engineer
- A member of the Electrical Contractors Association

- A member of the Electrical Contractors Association of Scotland
- A certificate holder of the National Inspection Council for Electrical Installation Contracting

Any electrical certificate shall address the safety of both the electrical installation and electrical equipment provided by the applicant for use in the HMO.

Certification for any lifts, pressure vessels or other mechanical equipment

- An application should also be accompanied by a copy of certification by a competent person regarding the safety of any pressure vessels, lifts or other mechanical equipment used on the premises.

Certification regarding Gas Installations

- If there is a gas installation on the premises the applicant will require to provide certification of inspection by a Gas Safe registered person qualified to inspect the equipment certified. Such certification will require to indicate that the installation and equipment complies with statutory gas safety requirements.

Certification regarding oil-fired installations

- If there is an oil-fired central heating installation in the premises the applicant will require to supply a certificate from a competent person indicating that the installation complies with the relevant British Standard including any provision for combustion air.

Certification re Solid Fuel appliances

- Certification that flues serving solid-fuel appliances have been cleaned annually and that ventilation is satisfactory for combustion purposes.

Copy of Landlords Fire Risk Assessment

- A copy of a fire risk assessment carried out in respect of the premises.

Copy of Comprehensive Buildings Insurance

Building Warrant or Planning Permission

Where applicable a copy of any existing Building Warrant, Completion Certificate or Change of Use regarding the premises, or details of any application submitted for same but not yet approved by the Council and a copy of any existing Planning Permission or Certificate of Lawful Use in respect of the premises, or details of any application submitted for same but not yet approved by the Council.

In addition to the documents above there are essential documents required by the Fire and Rescue Service for an HMO Licensing Inspection.

Please contact Scottish Fire & Rescue Service, Shetland District Office, Sea Road, Lerwick, Shetland, ZE1 0RJ, Phone: 01595 692318 or go to www.scotland.gov.uk/Topics/Justice/public-safety/Fire-Rescue/FireLaw/FireLaw/SectorSpecificGuidance/smallsleepingaccomodation

for information.

PLEASE ONLY SUBMIT COPIES