

CIVIC GOVERNMENT (SCOTLAND) ACT 1982
Application for the Grant/Renewal of Licence for a House in Multiple Occupation

Answer question 1, 2 or 3 as applicable and every other question

1. To be completed if applicant is an Individual.	Surname	Christian Name(s)		
a) Full Name (block letters)				
b) Home Address, Postcode, Business Hours Tel No.				
c) Age, Date & Place of Birth.				
d) Is applicant to conduct day to day supervision of premises to be licensed?	YES / NO			
e) If no, give full name, date of birth, address and Tel No. of person responsible for supervision				
2. To be completed if applicant is a voluntary organisation, management committee etc.				
a) Full name of Organisation etc.				
b) Chairman, Secretary and Treasurer.	Chairman	Full Name	Private Address	Tel. No.
	Secretary			
	Treasurer			
c) Member of Organisation/Committee who can be contacted regarding the application.	Full Name	Private Address	Tel. No.	
d) Employee/Agent responsible for day to day management of the premises.	Full Name	D & P of Birth	Address	
3. To be completed if applicant is Company or Partnership.				
a) Full Name of Company or Partnership.				
b) Principal or Registered Office.	Address			Tel No.
c) Directors, Partners or other persons responsible for the management of the business.	Full Name	D & P of Birth	Address	
d) Full name, date and place of birth and address of employee/agent responsible for day-to-day management of the premises.	Full Name	D & P of Birth	Address	

4. Address of premises for which a licence is required.				
5. Number of Occupants. Total number of persons to be accommodated at any one time.				
6. What purpose is the property to be used for? Eg. staff accommodation, student accommodation				
7. Does the owner/s family reside at the premises.		YES/NO		
8. Number and description of rooms in premises. Eg. 6. Living Room, Kitchen, Bathroom and 3 Bedrooms.				
9. Does any person named hold or previously been granted a House in Multiple Occupation Licence.	YES/NO	Authority		Date
10. Has any person named previously been refused a House in Multiple Occupation Licence. If YES state Authority and date.	YES/NO	Authority		Date
11. LIST BELOW ALL CONVICTIONS FOR ALL PERSONS NAMED IN SECTIONS 1(a) 2(d) AND 3(d) ABOVE				
Name of Person	Date	Court	Offence	Sentence
Data Protection Act 1998. The information provided by you and relevant third parties will be used in determining your application for the Grant/Renewal of a Licence for a House in Multiple Occupation. It may include both personal and other details and may be shared with other appropriate professionals and service providers. In particular each application will be forwarded to the Police and the Council Financial Services. In terms of the Data Protection Act 1998, you are entitled to know what personal information Perth & Kinross Council hold about you. This can be obtained for a fee of £10 and applications should be made to the Head of Legal Services, 2 High Street, Perth. PH1 5PH.				

I declare that the particulars given by me on this form are true and I hereby make application to Perth & Kinross Council for the grant or renewal of the licence applied for. I consent to the sharing of my personal information as explained above.

Date.....Signature of Applicant.....

Address.....

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N.B. Any Person who in or on connection with the making of this application 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 £1000.

OFFICE USE ONLY

Date Received	Fee Paid	Receipt No.