

HOUSING (SCOTLAND) ACT 2006

**APPLICATION FOR A HOUSE IN
MULTIPLE OCCUPATION LICENCE (HMO)**

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted Refused	

Please read the notes for guidance when completing this form (*these notes are available at [HMO Guidance Notes](#)*); type or write legibly in block capitals in black ink and ensure that your answers are inside the boxes; use additional sheets, if necessary; keep a copy of the completed form for your records if you wish.

Please Tick

Grant Renewal Individual Organisation/Body

If individual has been ticked please answer ALL of Question 1-3, otherwise if Organisation/Body has been ticked, please proceed to start at Question 4.

PERSONAL DETAILS		PLEASE COMPLETE Questions 1 - 3 if you wish a licence to trade as an Individual	
1	Full Name	FORENAME(S)	SURNAME
2	Any previous surnames (if applicable)		
3 (a)	Home Address		
(b)	Postcode		
(c)	Telephone Number		
(d)	Mobile Number		
(e)	Email Address		
(f)	National Insurance Number		
(g)	Age, Date & Place of Birth	Age	Date of Birth
			Place of Birth
(h)	Is applicant to carry out day to day management?	YES	NO

BUSINESS DETAILS									
4 (a)	Full Name of Company or Partnership.								
(b)	Address of Principal Registered Office								
(c)	Names and Private addresses of directors, partners or other persons responsible for its management								
(d)	And dates and place of birth of 4(c) above	Date of Birth			Place of Birth				
(e)	National Insurance Number								
Please continue on a separate sheet if necessary									

5	Agents Details									
(a)	Full Name	FORENAME(S)			SURNAME					
(b)	Home Address									
(c)	Postcode									
(d)	Telephone Number									
(e)	Mobile Number									
(f)	Email Address									
(g)	National Insurance Number									
(h)	Age, Date & Place of Birth	Age		Date of Birth			Place of Birth			

PROPERTY DETAILS

6 (a)	Premises Name					
(b)	Address					
(c)	Postcode					
(d)	Premises type (please tick)	Student Halls of Residence	B&Bs, Hotels	Flat or House	Hostels	Other (please state)
(e)	Maximum number of residents					
(f)	Number of owner's family or family of Manager normally resident					
(g)	Number of Bedrooms					

LANDLORD DETAILS

7 (a)	Do you hold a Landlord Registration	YES	NO
(b)	If YES, please provide registration number		

DISQUALIFICATION

8	Have you or the Agent been disqualified from holding a licence/acting as an Agent in terms of the Housing (Scotland) Act 2006, S.157	YES	NO
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DECLARATION AND NOTES

Any person who in connection with the making of this application makes any statement which he/she knows to be false may be liable to prosecution.

Information supplied on this form may be held on computer both within Midlothian Council and other bodies (e.g. Police Scotland) and applicants are advised that in processing this application background enquiries will be made which may include reference to personal data held on computer.

It should be understood that any Licence does not carry with it the necessary consent or approval to any proposed development which may be required under Planning or Building Control legislation or under any other Statutory enactments.

I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.

I have read the important notes above and declare that the particulars given by me on this form are correct and complete to the best of my knowledge and belief.

Please ensure that you have completed the Conviction Details on Page 7.

I enclose:-

Please tick

- | | | |
|-----|--|--------------------------|
| (a) | Five copies of the plan of the premises (if new application or where premises have been amended) (showing compliance with Standards etc described at paragraph 3 of the Notes for Guidance) | <input type="checkbox"/> |
| (b) | The tenancy/occupancy agreement | <input type="checkbox"/> |
| (c) | The Space Heating Certificate for solid fuel or gas fired heating (see paragraph 4.3(b) and 4.5(c) of the Notes for Guidance) | <input type="checkbox"/> |
| (d) | A Signed Statement confirming that a Risk Assessment of the adequacy of the existing fire precautions has been carried out; and that a fire evacuation plan has been produced; and the relative Report and Plan. | <input type="checkbox"/> |
| (e) | The Electrical Safety Certificate (see paragraph 7.1 and 18 of Appendices 1 and 3 of the Notes for Guidance). | <input type="checkbox"/> |
| (f) | The Building Insurance and Public Liability Insurance Policies | <input type="checkbox"/> |
| (g) | *An EPC (Energy Performance Certificate) for the property | <input type="checkbox"/> |
| (h) | *Legionella Risk Assessment | <input type="checkbox"/> |
| (i) | *Evidence that any deposit taken from tenants has been lodge with one of the three Tenancy deposit schemes. This is in terms of the Tenancy Deposit Schemes (Scotland) Regulations 2011 | <input type="checkbox"/> |

*This is due to changes to landlord registration legislation requiring landlords to declare they comply with certain 'prescribed information' when registering or renewing their registration with the Local Authority. This is under The Private Landlord Registration (Information) (Scotland) Regulations 2019.

*As HMO owners also need to be registered on the landlord register (when they are approved in terms of HMO licensing we transport them on to the Register), they also need to meet the new prescribed information.

Date **Signature of Applicant or Agent**

Agents Address

.....

.....

The attached **Site Notice** must be displayed for a continuous period of 21 days once the Application has been lodged with Midlothian Council. Please complete the attached **Certificate of Compliance** after the 21 day period.

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, along with the appropriate Fee.

The fees below are valid from 1 April 2024.

	Up to 5 persons	6-10 Persons	10 or more persons
Application Fee	£377.00 (3 years)	£482.00 (3 years)	£610.00 (3 years)
Renewal Fee	£236.00 (3 years)	£298.00 (3 years)	£380.00 (3 years)

***Payable by cheque (payable to Midlothian Council) or credit/debit card
(or by phone to 0131 270 7500) to Licensing***

****IMPORTANT NOTE: Whilst the Council's practice has previously been to send out a reminder whenever possible in advance of the expiry of a licence, this practice has been discontinued and must no longer be relied upon. It is ultimately the responsibility of the licence holder to apply in good time (six weeks recommended) before the expiry date should he/she wish to renew the licence. It is strongly recommended therefore that the licence holder make a diary note as a reminder to do this.***

CONVICTION DETAILS

8 Before completing this section please read the following guidance.

This should be completed by all persons named in Questions 1, 4 and 5.

All convictions and Alternatives to Prosecutions (ATPs), except those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.

All Fixed Penalty offences either currently or previously shown on your driving licence, together with any you have accepted but which do not yet appear on your licence, must also be listed.

If you/or any of those named have none of these please complete the following declaration.

I/we have no relevant convictions, ATPs or Fixed Penalty Offences.

..... (signature)

Otherwise, please state below particulars of any conviction against you. (Continue on a separate sheet if necessary).

Name	Date	Court	Offence	Sentence

DETAILS OF CONTRAVENTIONS OF LEGISLATION RELATING TO HOUSING OR LANDLORD/TENANT LAW

9 Before completing this section please read the guidance note.

State below particulars or any actions against you that have contravened any provision of (i) the law relating to housing; or (ii) landlord and tenant law.

If there are none please complete the following declaration.

I have none of these (Signature)

Otherwise, please state below particulars of any contravention against you. (Continue on a separate sheet if necessary).

Name	Date	Incident	Details	Outcome

COMMUNICATING CLEARLY

We are happy to translate on request and provide information and publications in other formats, including Braille, tape or large print.

如有需要我們樂意提供翻譯本，和其他版本的資訊與刊物，包括盲人點字、錄音帶或大字體。

Zapewnimy tłumaczenie na żądanie oraz dostarczymy informacje i publikacje w innych formatach, w tym Braillem, na kasecie magnetofonowej lub dużym drukiem.

ਅਸੀਂ ਸੋਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪ ਵਿੱਚ ਪ੍ਰਕਾਸ਼ਨ ਪ੍ਰਦਾਨ ਕਰਾਂਗੇ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਬਰੇਲ, ਟੇਪ ਜਾਂ ਵੱਡੀ ਛਪਾਈ ਸ਼ਾਮਲ ਹਨ।

Körler için kabartma yazılar, kaset ve büyük nüshalar da dahil olmak üzere, istenilen bilgileri sağlamak ve tercüme etmekten memnuniyet duyuyoruz.

اگر آپ چاہیں تو ہم خوشی سے آپ کو ترجمہ فراہم کر سکتے ہیں اور معلومات اور دستاویزات دیگر شکلوں میں مثلاً بریل (ناہیا افراد کے لیے ابھرے ہوئے حروف کی لکھائی) میں، ٹیپ پر یا بڑے حروف کی لکھائی میں فراہم کر سکتے ہیں۔

Contact 0131 270 7500 or email: enquiries@midlothian.gov.uk

If you would like to know how Midlothian Council collects, uses and shares your personal information, please visit our website www.midlothian.gov.uk to access our online Privacy notice