



**HOUSING (SCOTLAND) ACT 2006
APPLICATION FOR A MATERIAL
CHANGE OF CIRCUMSTANCE**

**HOUSE IN MULTIPLE OCCUPATION
CHANGE OF RESPONSIBLE MANAGER**

For Office Use Only	
Enclosures	
IDOX No	
Paid	
Granted/ Refused	

PREMISES: _____

PERSONAL DETAILS									
PLEASE COMPLETE									
1	Current Agent	Forename(s)			Surname				
(a)	Full Name (<i>block capitals</i>)								
(b)	Maiden Name (<i>if applicable</i>)								
(c)	Home Address								
(d)	Postcode								
(e)	Telephone Number								
(f)	Mobile Number								
(g)	Email address								
(h)	National Insurance Number								
(i)	Age, Date and Place of Birth	Age	Date of Birth			Place of Birth			
(k)	Number of Licence								

2	New Agent	Forename(s)	Surname
(a)	Full Name (<i>block capitals</i>)		
(b)	Maiden Name (<i>if applicable</i>)		
(c)	Home Address		
(d)	Postcode		
(e)	Telephone Number		
(f)	Mobile Number		
(g)	Email address		
(h)	National Insurance Number		
(i)	Age, Date and Place of Birth	Age	Date of Birth
			Place of Birth
(j)	Give business hours telephone number of employee		

DECLARATION AND NOTES	
<p>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.</p> <p>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.</p> <p>I certify that I am aware of my responsibilities in relation to the Fire (Scotland) Act 2005.</p> <p>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.</p> <p>Date Signature of Applicant or Agent</p> <p style="text-align: center;">Agents Address</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">.....</p>	

The completed application form is to be lodged with Midlothian Council, Midlothian House, 40-46 Buccleuch Street, Dalkeith, EH22 1DN along with the appropriate Fee.

Fee: **£77.00**

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

3	<p>Before completing this section please read the following guidance note.</p> <p>All convictions, including those which are spent in terms of the Rehabilitation of Offenders Act 1974, must be listed.</p> <p>All Alternatives to Prosecutions (ATPs), except those which are spent in terms of the 1974 Act, must be listed.</p> <p>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.</p> <p>If you have none of these please complete the following declaration.</p> <p>I have no relevant convictions, ATPs or Fixed Penalty Offences.</p> <p>..... (signature)</p> <p>Otherwise, please state below particulars of any Convictions/APT's against you. (continue on a separate sheet if necessary)</p>
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Name	Date	Court	Offence	Sentence

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

4 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. (Continue on a separate sheet, if necessary).

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	Court	Offence	Sentence

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 ਮੰਗ ਕਰਨ ਤੇ ਖੁਸ਼ੀ ਨਾਲ ਅਨੁਵਾਦ ਅਤੇ ਜਾਣਕਾਰੀ ਤੇ ਹੋਰ ਰੂਪਾਂ 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 (تایپٹا افراد کے لیے ابھرنے والے 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