

HOUSING (SCOTLAND) ACT 2006 – SITE NOTICE

# HOUSES IN MULTIPLE OCCUPATION – APPLICATION FOR LICENCE

**NOTICE IS HEREBY GIVEN** that application has been made on \_\_\_\_\_  
to East Lothian Council for Licence of a House in Multiple Occupation in respect of  
the premises at \_\_\_\_\_  
by (Name) \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

**Director's Name and Address** *(if applicable)*

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

**Director's Name and Address** *(if applicable)*

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

**Director's Name and Address** *(if applicable)*

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

**Director's Name and Address** *(if applicable)*

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_

## Day to Day Manager

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Any objections or representations in relation to the application should be made to Licensing, East Lothian Council, John Muir House, Haddington, EH41 3HA generally within 28 days of the above mentioned date. Objections and representations should be made in accordance with the following provisions, namely:

1. Any objection or representation relating to an application for the renewal of a licence shall be entertained by the Licensing Authority if, but only if, the objection or representation:
  - a. is in writing;
  - b. specifies the grounds of the objection or, as the case may be, the nature of the representation;
  - c. specified the name and address of the person making it;
  - d. is signed by him or on his behalf;
  - e. was made to them within 28 days of whichever is the later or, as the case may be, latest of the following dates:
    - i. where public notice of the application was given in a newspaper, the date when it was first so given;
    - ii. where East Lothian Council have required the applicant to display the Notice again from a specified date; that date;
    - iii. in any other case, the date when the application was made to them.
2. Notwithstanding (1)(e) above, it shall be competent for a Licensing Authority to entertain an objection or representation received by them before they may take a final decision upon the application to which it relates if they are satisfied that there is sufficient reason why it was not made in the time required.
3. An objection or representation shall be made for the purposes of (1) above if it is delivered by hand within the time there specified to the Licensing Authority or posted (by registered or recorded post) so that in the normal course of post it might be expected to be delivered to them within that time.
4. East Lothian Council shall send a copy of the objection or representation to the applicant.

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## **CERTIFICATE OF COMPLIANCE**

### **House in Multiple Occupation – Application for Licence**

I (Name) \_\_\_\_\_ being the applicant/agent for a Licence for a House in Multiple Occupation, hereby certify that a NOTICE has been posted at or near the premises at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ containing such information as is required by paragraph 2(1) of Schedule 4 of the above Act.

\* Where the said Notice was removed, obscured or defaced during the above mentioned period, I took reasonable steps for its protection and replacement as follows:  
*(give details and circumstances)*

I have removed the NOTICE following it being displayed for 21 days.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\* Delete if not applicable*

**This Certificate must be returned to the Licensing, John Muir House, Haddington, EH41 3HA only after the 21 day notice period is over.**