

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



**APPLICATION FOR NEW/RENEWAL  
HOUSE IN MULTIPLE OCCUPATION LICENCE**

Complete in Block Capitals and Black Ink

Please refer to the guidance notes while completing this form.

REF:	
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**COMPLETE EITHER 1(a) OR 1(b) DEPENDING ON THE LEGAL OWNERSHIP OF THE PROPERTY THEN PROCEED THROUGH QUESTIONS 2 TO 16**

<b>1a. TO BE COMPLETED BY THE PERSON NAMED ON THE TITLE DEED OF THE PROPERTY</b>	
Full Name (of legal owner) _____	Contact Tel. Number _____
Home Address _____ _____	Contact E-Mail Address _____
Postcode _____	Date of Birth _____
	Place of Birth _____

<b>1b. TO BE COMPLETED IF THE PROPERTY IS OWNED BY A COMPANY OR UNDER A BUSINESS NAME</b>	
Company or Business Name _____	Address of Principal or Registered Office _____ _____
<b>Where the application is made on behalf of a company or business, the details of a named person who has responsibility for the property are required for the assessment of the application.</b>	
Full Name (of responsible person) _____	Position in Company _____
Home Address _____ _____	Date of Birth _____
	Business Tel. Number _____
	Business E-Mail Address _____

<b>2. FULL NAMES, HOME ADDRESSES AND DATES OF BIRTH OF ANY DIRECTORS, PARTNERS, TRUSTEES OR JOINT PROPERTY OWNERS WHO ARE NOT ALREADY SPECIFIED ABOVE.</b>		
A Police check may be carried out on the named individuals as part of the Fit and Proper Person test if necessary for the application		
Name _____	D.O.B _____	Please state connection with the property (joint owner, trustee, partner or director)
Address _____ _____		
.....		
Name _____	D.O.B _____	Please state connection with the property (joint owner, trustee, partner or director)
Address _____ _____		
.....		
Name _____	D.O.B _____	Please state connection with the property (joint owner, trustee, partner or director)
Address _____ _____		

### 3. AGENT OR DAILY MANAGER

Please provide the name of the person who is responsible for the management of the tenants on a daily basis within the property.

**If this person has a Disclosure Scotland Number or a PVG Number, please enter it here :**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Daytime Telephone No.: \_\_\_\_\_

Additional Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 4. TYPE OF LICENCE APPLICATION

(a) Indicate whether this is an application for a new licence or the renewal of an existing licence

New      Renewal  
     

(b) If a renewal, please give the reference number and expiry date of the existing licence

Ref No.: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

(c) Fee enclosed : £ \_\_\_\_\_

Application Fee Structure based upon occupancy	For all <b>new licence applications</b> received on or after 01/04/2017	For all <b>licence renewals</b> where the current licence has an expiry date on or after 01/04/2017
3 to 5 occupants	£1044.75	£708.75
6 to 10 occupants	£1144.50	£787.50
11 or more occupants	£1312.50	£945.00

### 5. OTHER REGISTRATIONS

(a) Has any person named in question 1(a) or 1(b) or 2 previously held, or currently holds a House in Multiple Occupation Licence?  YES       NO

If YES, which Authority granted the licence?

What is the reference number?

When was it granted?

When did / does it expire?

(b) Has any person named in question 1(a) or 1(b) or 2 ever been refused a House in Multiple Occupation licence?  YES       NO

If YES, which Authority refused the application?

When was the application refused

**6. PREMISES TO BE LICENSED**

(a) Address of the premises which requires an HMO licence \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

(b) Is this property jointly owned or part of a trust? YES / NO

**If YES, the joint owner or trustees should be named in section 2**

(c) Maximum number of proposed residents \_\_\_\_\_ Total number of bedrooms available \_\_\_\_\_

(d) How many are single occupancy bedrooms? \_\_\_\_\_ How many are double occupancy bedrooms? \_\_\_\_\_

(e) Does anyone work on the premises? (See Note 5) YES / NO \_\_\_\_\_

**7. PLEASE SELECT THE CURRENT USE OF THE PROPERTY**

Landlord with Lodgers

Bedsit Accommodation

Shared Flat or House let as a whole

Nurses Homes

Student Hall of Residence

B&B, Hotel or Guesthouse

Hostel

Sheltered Accommodation

NHS Hospital—where employees reside

Other Employee Residence

**8. SHARED FACILITIES**

(a) Specify the location and number of cookers available in the kitchen(s) for the tenant's use. *(a standard cooking facility consists of a four ring cooker with oven)* \_\_\_\_\_

(b) Specify the location and number of kitchen sinks available for the tenant's use. \_\_\_\_\_

(c) Specify the location and number of toilets available for the tenant's use. \_\_\_\_\_

(d) Specify the number of showers or baths available for the tenant's use. \_\_\_\_\_

(e) Is there is a washing machine available for the tenant's personal use. YES / NO If Yes, how many?

(f) Is there is a tumble dryer available for the tenant's personal use. YES / NO If Yes, how many?

(g) Is there is an outside washing line for the tenant's use. YES / NO \_\_\_\_\_

(h) Is there a shared living room available for the tenants and their guests? YES / NO \_\_\_\_\_

**9. WATER SUPPLY AND DRAINAGE**

(a) Is there an adequate supply of hot and cold water in the premises? YES / NO \_\_\_\_\_

(b) Are any of the drinking water points supplied through lead pipes? YES / NO \_\_\_\_\_

(c) Is the premises supplied with mains water or from a private supply?  
*\*If PRIVATE, then a current bacterial test certificate must be obtained to confirm the bacteriological quality of the drinking water.* MAINS / PRIVATE\* \_\_\_\_\_

(d) Is the drainage from the premises connected to the main sewerage system or a private foul and surface water drainage system. MAINS / PRIVATE \_\_\_\_\_

<b>10. DOCUMENTS</b>		
(a) Please specify the type of lease or occupancy agreement used for the tenants within the property.	<input type="text"/>	<i>Please enclose a template document with your application</i>
(b) Does the property have a gas central heating system, or any other gas appliances?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If Yes, please enclose a copy of the Landlords Gas Safety Certificate with your application</i>
(c) A schedule of insurance must be provided confirming the insured use of the property and the level of public liability cover included within the policy.		<i>Please enclose a copy of this document with your application</i>
(d) All appliances supplied by the owner or manager for the tenant's use (ie. cooker, fridge, TV, kettle, vacuum cleaner, etc) need to be tested annually for electrical safety.		<i>Please enclose evidence of the most recent Portable Appliance Testing (PAT) certificate with your application</i>
(e) Certification which meets the requirements of BS7671 must be provided to confirm that the electrical system within the property is safe and has been tested every five years.		<i>Please enclose evidence of the most recent Electrical Installation Condition Report (EICR) with your application</i>

<b>11. OTHER LEGISLATION</b>		
(a) If required, has an application been made for a change of use in Planning terms for the proposed use of the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify the reference number if known.	<input type="text"/>	
(b) What is the authorised use of the property in Planning terms (if known)? <i>(i.e. domestic house, shared residential accommodation, hotel/hostel, etc.)</i>	<input type="text"/>	
(c) If required, has a Building Warrant application been made for any alterations for the proposed use of the property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, please specify the reference number if known.	<input type="text"/>	

<b>12. FIRE SAFETY</b>	
<p><b>The Fire (Scotland) Act 2005 places a responsibility on a 'duty holder' to carry out a Fire Risk Assessment for non domestic premises.</b></p> <p>Can you confirm that you have a Fire Risk Assessment available which is benchmarked against the Practical Fire Safety Guidance for Small Premises Providing Sleeping Accommodation (or medium and large as appropriate), as provided by the Scottish Government</p>	<p>YES / NO</p> <hr/> <p><i>Further information is available in local libraries or can be downloaded free from the website at <a href="http://www.infoscotland.com/firelaw">www.infoscotland.com/firelaw</a></i></p>

<b>Official Use Only</b>	Date Received	<input type="text"/>
	Fee Enclosed	£ <input type="text"/>
Floor Plan	<input type="text"/>	<input type="text"/>
Tenancy Agreement	<input type="text"/>	<input type="text"/>
Insurance Documents	<input type="text"/>	<input type="text"/>
PAT Certificate	<input type="text"/>	<input type="text"/>
Gas Safe Certificate	<input type="text"/>	<input type="text"/>
Conviction Declaration	<input type="text"/>	<input type="text"/>
Current EICR Report	<input type="text"/>	<input type="text"/>
<i>Template updated June 2015</i>		

**13. CRIMINAL CONVICTIONS - For those named persons in section 1(a) 1(b) or 3**

(individual photocopies of this page should be used for each person)

In determining an application a local authority must assess those persons named in the application to determine whether or not they are "fit and proper persons". Section 85 of the Antisocial Behaviour etc. (Scotland) Act 2004 sets out what can be taken into account in deciding whether a person is considered fit and proper in respect of an application. Assessments are made at the time of application and reviewed during the term of the HMO Licence with any additional information if applicable. In certain circumstances, the Fit and Proper Person assessment may be applied retrospectively.

A Fit and Proper Person assessment must be carried out on all named persons on the application for an HMO Licence. **Details of all Convictions and Fixed Penalties (Criminal and Civil) including spent convictions must be given below even if they have been previously disclosed on a prior application.**

You must disclose details of any offences involving fraud or dishonesty, violence, drugs, firearms, or sexual offences.

Declare if you have been charged with unlawful discrimination on grounds of sex, colour, race, ethnic or national origins, or disability. Or contravened any provision of the law relating to housing or landlord and tenant law, and any other material if it appears to the authority that the material is relevant to the question of whether the person is a fit and proper person in relation to this application.

Name	Date	Court	Crime/Offence	Penalty

**Failure to disclose these matters is a criminal offence. If you have no such convictions, please write 'NONE' and sign the declaration below. The application will not be processed unless all sections of this sheet have been completed, signed and returned.**

I authorise the Chief Constable to make available to the Licensing Authority, details of my previous convictions and conditional offers of fixed penalties for inclusion in any report for submission to the Licensing Authority on my application. I also understand that the Licensing Authority may carry out additional Fit and Proper investigations as part of the HMO Licensing application process.

I declare that the above particulars of previous convictions and fixed penalties are accurate.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**EXPLANATORY NOTES ON THE  
REHABILITATION OF OFFENDERS ACT 1974**

This Act provides that after a certain lapse of time convictions for criminal offences are to be regarded as "spent".

An applicant for an HMO licence will need to disclose both spent and unspent convictions. Although spent convictions may not normally be a primary consideration, the Council may take them into account along with any declared unspent convictions when deciding upon an application.

**Sentences of imprisonment exceeding 30 months duration can never be treated as spent and must be disclosed as unspent convictions however long ago they were imposed.** The periods of time which must elapse in most other cases before a conviction becomes spent are set out below:-

	SENTENCE	REHABILITATION PERIOD
1	Over six months imprisonment but not exceeding 30 months	10 years
2	Up to six months imprisonment	7 years
3	A Fine or Community Service	5 years
4	Conditional discharge, bound over, probation	1 year or period of discharge, bound over or probation, whichever is the longer
5	Absolute discharge	6 months
6	Cashiering, discharge with ignominy or dismissal with disgrace from H M Service	10 years
7	Dismissal from H M Service	7 years
8	Disqualification, disability or prohibition	Period of disqualification, disability or prohibition unless a longer period as set out in 1 - 7 above applies

The periods of time which must elapse in other cases before the conviction becomes spent vary considerably according to the nature of the offence and other circumstances. The rehabilitation period may, for example, be extended if a further offence has been committed during the rehabilitation period.

Further guidance on this may be obtained from the Home Office publication "A Guide to the Rehabilitation of Offenders Act 1974" or from a Solicitor.

14. **Declaration by Applicant named in section (1a) or (1b) of this form**

I am applying for a House in Multiple Occupation Licence. I certify that the information supplied is correct and I will display the public notice on or near the premises for a continuous period of 21 days (See Note 9).

I authorise Dumfries and Galloway Councils' Strategic Housing Services to request information relevant to this application from other Council departments and relevant organisations.

**The owner specified in 1(a) should sign. If the owner is a business, the person specified in 1(b) should sign**

Signature of Applicant from (1a) or (1b) : \_\_\_\_\_ Date: \_\_\_\_\_

Under part 8 of the Antisocial Behaviour etc. (Scotland) Act 2004, all private landlords and their rental properties must be registered with the Local Authority before they can be let. Where there is an HMO property that is the subject of a new licence application and is not on the register, the Local Authority will use the information supplied on this licence application form to create a new registration for the named owner.

15. **Declaration by Agent or Daily Manager named in section (3) of this form**

I authorise Dumfries and Galloway Councils' Strategic Housing Services to request information relevant to this application from other Council departments and relevant organisations.

Signature of named person from (3): \_\_\_\_\_ Date: \_\_\_\_\_

**Information supplied on this form may be held on computer. Whilst processing this application, background enquiries will be made which may include reference to personal data held on computer records.**

**Any applicant who authorises any person who is not specified on the application form to do anything which may facilitate the occupation of the property as an HMO, may be liable to prosecution and a fine up to £10,000.**

16. After completion, please return the application form and the following documents to:

**HMO Licensing and Landlord Registration, Ailsa House, Sun Street, Stranraer, DG9 7JL**

- The application fee  
*(Cheques should be made payable to Dumfries and Galloway Council)*
- The attached completed convictions sheet  
*(Photocopies may be used for each person named within sections 1(a), 1(b) & 3 )*
- A floor plan of the property  
*(for new applications, or where there have been any alterations made to the property)*
- A copy of the current or proposed tenancy agreement for the property
- A copy of the property insurance policy showing public liability cover
- Verification of the most recent electrical **Portable Appliance Testing** for the property (PAT)
- A copy of the current Landlords Gas Safety Certificate for all gas appliances.
- A valid copy of an **Electrical Installation Condition Report** for the property (EICR)

**Note 1** - If the required documents listed above are not submitted along with your application without good reason, the application may be marked as incomplete and returned to you without being processed.

**Note 2** - An objection may be lodged any time within 21 days from date of receipt of application and therefore the licence cannot be issued within that period.





## **H.M.O MANAGEMENT STANDARDS**

### **Licensing conditions to be included in all H.M.O Licences**

**LC1** The Licence Holder must take steps to ensure that the property, fittings and furniture, including fire precautions, plumbing, gas and electrical installations, are maintained throughout the period of the licence to the standard required. The HMO owner should hold all the necessary certificates.

**LC2** The Licence Holder must ensure that advice to occupiers on action to be taken in the event of an emergency is clearly and prominently displayed within the living accommodation.

**LC3** The Licence Holder must ensure that the physical standards for HMO living accommodation assessed as suitable by the local authority when approving the licence application are met at all times.

**LC4** The Licence Holder must ensure that the number of persons residing in the premises shall not exceed the maximum number stated on the licence.

**LC5** The Licence holder must make the Licence, including any conditions and the current electric and gas certificates available to occupiers within the premises where it can be conveniently read by residents. The Licence Holder shall further at all times display the HMO Licence in a prominent position within the premises.

**LC6** The Licence Holder must ensure that actions to secure repossession are only by lawful means.

**LC7** The Licence Holder must ensure that liquefied petroleum gas (LPG), or any other highly flammable liquid, gas or substance, is not used or, unless in any external store designed and approved for such storage, stored on the premises.

**LC8** The Licence Holder shall comply with the current regulations regarding the maximum re-sale prices of gas and electricity supplied, as appropriate.

**LC9** The Licence Holder shall ensure that let rooms are fitted with a lever latch and secured with a suitable local and thumb turn mechanism or other appropriate locking mechanism.

**LC10** In addition to the requirements of LC1 to maintain furnishings and fittings during the period of the licence, the licence holder should at the start of any tenancy or occupancy of any room, ensure that any furniture is in a clean and serviceable condition, free from stains and damage, beds and particularly mattresses are clean and in a serviceable condition, bedding including pillows, duvets, covers and pillow cases are freshly laundered and free from rips and tears or replaced as necessary. Communal areas should likewise be maintained in the same manner.

**LC11** The licence holder must ensure that walls and ceilings are in a reasonable condition, taking into account the age and nature of the building, should be wallpapered or painted, or a combination, should be clean and without significant marks or staining. Washing marks from walls or painting over marks (in the same colour) where appropriate will be acceptable. Wallpaper must be properly fixed to walls. Woodwork should be painted or varnished and maintained to a reasonable standard.

**LC12** The licence holder must ensure that floor coverings are clean and free from stains and properly fixed to the floor. Floor coverings that are worn excessively or any damage that introduces trip hazards will require the floor covering to be replaced. Minor damage, e.g. a minor burn, may be acceptable, provided the floor covering is otherwise serviceable.

**LC13** The licence holder must ensure that the exterior of the property is maintained to a reasonable standard, with painted surfaces being maintained, windows cleaned, no rubbish being dumped in or around the property (including furniture removed from the property) and regular maintenance of gardens, including grass being cut, weeds being removed, general pruning of trees and shrubs as required.

## **HMO STANDARDS AND LICENSING GUIDANCE**

The licensing of HMOs seeks to control standards in three main areas: the suitability of a property owner to be an HMO landlord, his or her management of the premises, and the physical condition and facilities of the accommodation. These things must be checked before a licence is granted; the licence is then usually granted with conditions which require the standards to be maintained through the period of the licence. A licensing authority has discretion to set any reasonable conditions it thinks fit.

### **FIT AND PROPER PERSON**

The licensing authority must be satisfied that the person applying for an HMO licence is a "fit and proper person" to hold a licence. The same test applies to any person managing the premises, any director or partner in a company or organisation which owns or manages the HMO, and any employee in a position of trust or authority over the tenants within the HMO property.

The legislation does not give a precise definition of a "fit and proper person", but the licensing authority will check with the police whether the applicants have any relevant convictions. Not all convictions would be relevant to a person's prospective role as an operator of an HMO. For example, motoring offences would not be relevant, but a conviction for fraud or theft could be since the operator would be in a position of trust. If the HMO operator is subject to any other form of regulation, the licensing authority may wish to approach the relevant regulatory authority, such as the Care Commission or Environmental Standards, for their comments. This would usually focus on the applicant's record of maintaining standards and their response if concerns are raised.

### **MANAGEMENT STANDARDS AND LICENSING CONDITIONS**

Good management by the landlord is vital if the aims of HMO licensing are to be achieved. Physical standards must be maintained, tenants' rights must be respected, and any problems which arise during the period of the licence must be effectively addressed. Good management is also key to tackling the issues which most concern neighbours of HMOs, such as building maintenance, cleaning, and noise or disturbance. For these reasons, licensing authorities are expected to give equal weight to management issues as to physical standards in deciding whether to grant, renew or suspend a licence.

The landlord of a licensed HMO has two main sets of obligations. One is to meet the requirements of licensing, which the local authority has the responsibility to enforce. The other set of obligations relates to the tenancy or occupancy agreement between the landlord and the tenant and the legal requirements governing tenancies and the provision of residential accommodation.

All types of HMO should provide occupants with some form of agreement setting out the rights and responsibilities of both parties, even if the accommodation is only temporary. Good management based on a clear tenancy/occupancy agreement can be very effective in tackling such problems at an early stage.

### **TENANCY/OCCUPANCY AGREEMENTS**

#### **Individual and joint tenancies**

In most HMO situations, the occupants do not know one another before they move in, and they move in and move out at different times. In order to be clear what each person is responsible for, particularly in terms of rent and any payments due for damage or bills, it is best practice for each of them to have a separate tenancy or occupancy agreement, which also specifies the parts of the accommodation which they have an exclusive right to occupy and the parts which they share with others.

Some landlords grant tenancies in an HMO on a "joint and several" basis, in which all the tenants are jointly responsible for the rent and other liabilities, but if any of them defaults, the others are required to cover that debt.

### **Re-letting, sub-letting and visitors**

In some shared flats and houses, the landlord may require the remaining tenants to find a new tenant when someone leaves, or they may set up the tenancy so that one person is the principal tenant and the others sub-let from them. In any such case, there should be an agreement in writing which clearly sets out the tenants' responsibilities and liabilities for such things as advertising costs, taking up references and arranging for the payment of rent. If the landlord takes on the task of finding new tenants, he should give the existing tenants at least 24 hours notice of a new tenant moving in.

Landlords should take steps to ensure they are aware of who is staying in their property on an informal basis. A person who may be considered a long-term visitor by the tenant could be defined as an additional resident by the licensing authority. In supported accommodation, there may be very strict rules about non-residents being brought into the premises, for security reasons. In a shared flat, the landlord may simply wish to be informed of any visitors staying for longer than a specified period.

### **Tenancies and leases**

Some HMO buildings, particularly where some form of care or support is provided, are owned by one person or organisation and leased by another, which operates the day-to-day management and lets the accommodation to individuals. This is most often the case with supported accommodation or hostels leased by a voluntary organisation from a local authority or RSL. Universities, in particular, may also manage properties which are (effectively if not formally) leased to them by individual owners.

This is a different situation from an owner using an agent to manage their property. It does not change the responsibility of the owner to obtain the HMO licence, since they are giving permission for the lessee to use the property in that way. However, in terms of the relationship with the occupiers, it is the lessee's procedures and tenancy/occupancy agreements that should be scrutinised. The licensing authority should also examine the terms of the lease between the owner and the operator, to ensure that responsibility for issues such as maintenance are clear, and that the operator has the freedom and authority necessary to fulfil its duties towards the occupants.

A sound tenancy or occupancy agreement is an essential base for good management of any rented property, setting out the rights and responsibilities of both the landlord and the tenant. A licensing authority will normally require to check, before awarding an HMO licence, that the operator uses an acceptable form of tenancy or occupancy agreement. This may be a formal tenancy or may come in another form, such as, in temporary accommodation, a list of house rules and service standards, or as part of a contract of employment or a care and support plan.

The importance of the tenancy/occupancy agreement is not simply as a piece of paper, but as a statement of intent and commitment to acceptable behaviour from both parties, which can then be monitored.

## NOTES FOR GUIDANCE

1. The applicant should be the legal owner of the property. If the premises are owned by a company or a business name, all directors or partners should be named. If the property is to be managed by the applicant's agent, their details must also be included in the application form.
2. A separate application form must be submitted for each licensable premises.
3. If the premises are in a tenement or a shared building, please give flat number.
4. For all new applications, a floor plan showing the layout of the building and the location of all rooms within the premises, must be included with the application.
5. Anyone that is employed to work in the premises in a position of trust or authority should be adequately vetted and managed by the owner or the daily manager.
6. A new application should be made at least 3 months before the date from which the licence is to be planned to operate. Applications to renew licences should be made 3 months before the date of expiry of the licence. The use of an HMO without a licence, or before a licence has been issued by this department, may constitute an illegal use of the property.
7. The appropriate licence application fee must be submitted with the application form.
8. If you are uncertain about the period of rehabilitation for a conviction, then please consult your solicitor before disclosing details of any convictions.
9. A Notice for Objection must be displayed on the property boundary or near the premises to be licensed, **in a position where it can be easily read by the passing public**, for a period of at least 21 days from the date the Local Authority receive the application. The ideal location would be on a nearby lamppost or similar pole as near to the property as possible. The 21 days should start with the next whole day after you have put the notice on display. Where the display of such a notice is likely to jeopardise the safety or welfare of any person, or the security of the premises, please contact the Licensing Authority.  
You must return a copy of the notice to the Council at the end of the 21 day period, with the declaration section completed.
10. The Council has a maximum of 12 months from the date of application to determine if an HMO licence is to be issued, or that the application be refused. This decision will be based upon satisfaction of the HMO licence requirements within a specified timescale. If the application is refused, a further application for the same property under the same ownership cannot be considered for a period of 12 months from the date of refusal.
11. Both the owner and the property to be licensed, may require to be on the national register of landlords at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk).

### **To apply for a House in Multiple Occupation Licence please send:**

Checklist:

- This completed application form
- The appropriate fee - Make cheques payable to Dumfries and Galloway Council  
**(Please note that the fee is to cover the costs of processing the application and may not be refundable if the application fails or is withdrawn)**
- A floor plan of the premises for new applications or recently altered properties.
- A copy of the Tenancy or Occupancy Agreement for the shared use of the property
- A recent electrical Portable Appliance Test certificate (PAT)
- A Gas Safety certificate (where applicable)
- A copy of the insurance of the property including details of public liability
- A copy of the most recent Electrical Installation Condition Report (EICR)

*The completed application should be returned to:*  
**HMO Licensing and Landlord Registration**  
**Ailsa House, Sun Street**  
**STRANRAER**  
**DG9 7JL**

**Dumfries**  
**& Galloway**

