



Aberdeen City Council  
Housing (Scotland) Act 2006  
**NOTICE OF APPLICATION FOR A LICENCE FOR A  
HOUSE IN MULTIPLE OCCUPATION**

**NOTICE IS HEREBY GIVEN** that an application has been submitted to Aberdeen City Council for a licence to operate a **House in Multiple Occupation (HMO)** in respect of accommodation at:

HMO ADDRESS			
		POSTCODE	

**1. NAME & ADDRESS OF APPLICANT <sup>1</sup>**

NAME			
ADDRESS			
		POSTCODE	

**NAME & ADDRESS OF AGENT (WHERE APPLICABLE) <sup>2</sup>**

NAME			
ADDRESS			
		POSTCODE	

DATE APPLICATION MADE		/		/	
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**Representations**

Representations about the application must -

(a) be in writing, (b) set out the name and address of the person making it, (c) be signed by that person or on their behalf and (d) be submitted to the HMO Unit, Housing and Environment, Business Hub 1, Lower Ground Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB, **no later than 21 days** from the date on which the application was made.

A copy of the representation will be given to the applicant, it will also be considered by the Council's Licensing Committee and will form part of the agenda.

<sup>1</sup> Where the applicant is an individual this is their name and address, where the applicant is a body (e.g. company or partnership) then it is the name of the body and the address of the principal office.

<sup>2</sup> Where the agent is an individual this is their name and address, where the agent is a body (e.g. company or partnership) it is the name of the body and the address of the principal office.



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**CERTIFICATE OF COMPLIANCE**

I ..... being the applicant for a House in Multiple Occupation (HMO) Licence, hereby certify that a Notice of HMO Application has been posted at or near the premises at:

HMO ADDRESS			
		POSTCODE	

from (date):..... to (date):.....

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)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

To be completed and returned to the HMO Unit, Housing & Environment, Business Hub 1, Lower Ground Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB, after the Notice has been displayed for 21 days.

1. On the date that you submit the application for an HMO licence to the Council, please complete the “Notice of Application for a Licence for a House in Multiple Occupation” form and display it on or near the premises for a period of 21 days, so that it can conveniently be read by the public (e.g. attached to a tree or lamp-post on the public pavement as close to the premises as possible). You should also weather-proof the Notice by either laminating it or inserting it into a clear plastic envelope.
2. At the end of the 21 day period, please complete the Certificate of Compliance, and return it to the HMO Unit, Housing & Environment, Business Hub 1, Lower Ground Floor West, Marischal College, Broad Street, Aberdeen, AB10 1AB. The actual Notice should be retained by you.
3. If, for any reason you are unable to display the Notice for a continuous 21-day period, a declaration to this effect must be made on the Certificate of Compliance.
4. Should you have any queries about the Notice or Certificate of Compliance, please telephone the HMO Unit on 01224 522299 or e-mail [HMOUnit@aberdeencity.gov.uk](mailto:HMOUnit@aberdeencity.gov.uk)