

Please read through the **Guidance Notes** before completing this form and complete the form in **capital letters using black ink**. Please also ensure you complete the checklist before submitting your application

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, to the Licensing Section using our HMO Licensing [online submission form](#) Further information is also available on our website at [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

<b>Checklist</b>		
<b>PART 1 - This check list must be fully completed in order to submit your application.</b>		
Any application submitted without all the required certificates, layout plan and completed checklist will be deemed to be incomplete and will be returned.		
Please note that it is the licence holder's responsibility to ensure that a fully completed application for continuation of the existing licence, together with all required certificates, is received before the current licence expires. Failure to do so will result in the application being treated as a new licence application with the relevant fee payable and your property will be unlicensed		
<b>Application Type:</b> please tick ✓	NEW <input type="checkbox"/> (1 YEAR)	
	CONTINUATION <input type="checkbox"/>	
<b>Current Licence No*</b> _____	<b>Expiry date*:</b> _____	
(*required where a current licence already exists): (*required where a current licence already exists):		
<b>Applicants Landlord Registration No</b> (if applicable) _____		
<b>I have enclosed the following</b> - please tick ✓ or enter N/A		
Completed application form		
Correct application fee		<i>note application fees are non refundable</i>
Annual Gas Certificate (for properties with a gas supply)		valid to:
Current Electrical Installation Condition Report		valid to:
Annual Emergency Lighting Certificate ( note 1 )		valid to
Annual Portable Appliance Test Certificate (PAT)		valid to:
Annual Fire Appliances Certificate or Current Invoice		valid to:
Current Part 1 Fire Alarm System Certificate ( note 1 )		valid to:
Annual Sprinkler System Inspection Certificate in accordance with BS9251 ( note 1 )		valid to:
Completed Fire Risk Assessment (note 1 )		valid to:
A4 size copy of the floor plan		<i>required for all new and any subsequent (renewal) application</i>

**PART 2 – APPLICANT’S DETAILS - (guidance note 2)**

<b>Applicant’s full name</b>	
<b>Maiden/Previous name</b>	
<b>Date and town of birth</b>	
<b>Applicant’s home address (or registered office) including postcode</b>	
<b>Contact telephone numbers</b>	
<b>Contact e-mail address</b>	

**If the applicant is a firm, partnership, company or trust please provide Directors’/Partners’/Trustees’ details**

<b>Name</b>	
<b>Maiden/Previous name</b>	
<b>Date and town of birth</b>	
<b>Address - including postcode</b>	

<b>Name</b>	
<b>Maiden/Previous name</b>	
<b>Date and town of birth</b>	
<b>Address - including postcode</b>	

<b>Name</b>	
<b>Maiden/Previous name</b>	
<b>Date and town of birth</b>	
<b>Address - including postcode</b>	

*(Please provide details of any further directors/partners/trustees on a separate sheet)*

**PART 3 – DETAILS OF APPOINTED AGENT** - *appointed to take responsibility for managing the property on a day-to-day basis (guidance note 3)*

<b>Agent's full name</b> (Include all director/partner/trustee details if not an individual)	
<b>Name of responsible individual</b> (If agent is a company/business/trust)	
<b>Date and town of birth</b>	
<b>Agent's address (including postcode)</b>	
<b>Agent's telephone number</b>	
<b>Agent's e-mail address</b>	

**PART 4 – PREVIOUS CONVICTIONS** - *(guidance note 4)*

Subject to the Rehabilitation of Offenders Act 1974 if the applicant, the appointed agent or any director/partner of them named in this application has been convicted of any crime or offence in any court in the United Kingdom, please provide details below or answer "None" if applicable.

<u>Date</u>	<u>Court</u>	<u>Offence</u>	<u>Sentence</u>

**PART 5 – PROPERTY DETAILS** - *(guidance note 5)*

5.1	<b>Property Address (including postcode)</b> (Please include flat number e.g. 1F2 where appropriate)	
5.2	<b>Date of registration of title</b>	
5.3	<b>Maximum total number of occupants</b>	
5.4	<b>Maximum number of bedrooms</b>	
5.5	<b>24-hour emergency contact number &amp; name</b>	
5.6	<b>Name(s) of joint property owner(s)</b>	

**PART 6 – APPLICANT’S DECLARATION** - *(guidance note 6)*

I/we hereby make application for licence in the above terms and certify that the information given is true and correct.

I/we confirm that that in submitting this application I/we consent to the information supplied by me/us in making this application (“data”) being held and processed by the City of Edinburgh Council (“the Council”) for its purposes as licensing authority. I/we understand that data will be disclosed to the police and other public bodies involved with licensing processing and enforcement. I/we understand that the Council is required to enter the data on to its HMO Register of Applications which may be inspected by members of the public on request and that certified copies of entries on this register may be issued to members of the public on request and on payment of the appropriate fee. I/we understand that I/we may check or amend data held or request deletion of data by contacting the Council’s Licensing Section at the address at the top of this form.

I/we certify that I/we will comply with the requirement to display a notice of application in accordance with paragraph 2 of schedule 4 to the Housing (Scotland) Act 2006 and that I/we have received and read a copy of the Council’s standard licence conditions for HMO licences.

Signed                     FHCrous                     ~~applicant~~ /appointed agent (delete as appropriate)

Date \_\_\_\_\_

**PART 7 – CORRESPONDENCE DETAILS** - Please provide full contact details indicating where all correspondence relating to the HMO licence application & inspection process should be sent

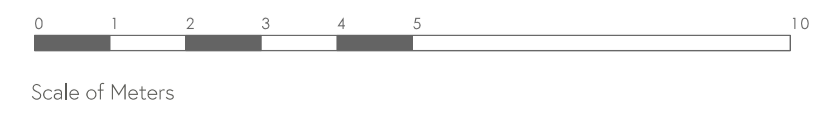
<b>Correspondence name and address (including postcode)</b>	
<b>Telephone number</b>	
<b>E-mail address</b>	



rev

Ref: 19024\_L(40)52  
 Title: Ground Floor Plan  
 Project: Montrose Terrace, Edinburgh  
 Client: Glencairn Properties (Scotland) Limited  
 Date: 30.03.2022 Drawn: JL Status: CONSTRUCTION  
 Scale: 1:100 @ A1 Rev:

**56three**  
 ARCHITECTS  
 0131 220 3003 | info@56three.com



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## James Brown

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**From:** DEREK KELLY <derekkelly@hotmail.com>  
**Sent:** 09 October 2023 10:42  
**To:** Licensing  
**Subject:** HMO Objection



Hi I would like to object to the HMO planning applications for the flat numbers listed below.

Firstly, where the applicants displayed their public application notices is totally disingenuous and seems to be an attempt to hide the applications. The side of Montrose Terrace that they posted the notices is blocked off and is surrounded by equipment, heavy lorries and workers. No-one walks down that section of road as it's actually dangerous for pedestrians to do so and there's no continual path down Montrose Terrace there. The image they provided does not show all the equipment and blocked off area directly in front of the 'noticeboard' nor does it properly show they the entrance to that part of the street has large signs saying 'road closed' and that you cannot access it walking up Montrose Terrace from the London Road Junction.

Flat 11, 11 Montrose Terrace, Abbeyhill
Flat 20, 11 Montrose Terrace, Abbeyhill
Flat 21, 11 Montrose Terrace, Abbeyhill
Flat 22, 11 Montrose Terrace, Abbeyhill
Flat 23, 11 Montrose Terrace, Abbeyhill
Flat 25, 11 Montrose Terrace, Abbeyhill
Flat 32, 11 Montrose Terrace, Abbeyhill
Flat 33, 11 Montrose Terrace, Abbeyhill
Flat 34, 11 Montrose Terrace, Abbeyhill
Flat 35, 11 Montrose Terrace, Abbeyhill
Flat 36, 11 Montrose Terrace, Abbeyhill
Flat 38, 11 Montrose Terrace, Abbeyhill
Flat 45, 11 Montrose Terrace, Abbeyhill
Flat 46, 11 Montrose Terrace, Abbeyhill
Flat 47, 11 Montrose Terrace, Abbeyhill
Flat 48, 11 Montrose Terrace, Abbeyhill
Flat 49, 11 Montrose Terrace, Abbeyhill
Flat 51, 11 Montrose Terrace, Abbeyhill
Flat 58, 11 Montrose Terrace, Abbeyhill
Flat 71, 11 Montrose Terrace, Abbeyhill

I am objecting as the above applications bring in huge numbers of people to Montrose Terrace. These applications would greatly increase the number of HMO's in the area and will undoubtedly have a negative effect on parking and local amenity (e.g. noise, vandalism, anti-social behaviour). This area is already blighted by illegal STL's and the resultant issues they cause.

Further HMOs have a negative effect on the character of neighbourhoods (e.g. decreased social cohesion, less local activities taking place due to being temporary occupants which is what these HMO's are being used for. They are not intended as long term lets). HMOs attract a transient population who do not care for the neighbourhood, potentially causing a breakdown in community cohesion in areas with high concentrations. We already have a huge student block on Abbeymount so do not want more HMOs in this small area, the concentration is already way to high.

Can you please register this as a formal objection.

Thanks

Derek Kelly  
20 Montrose Terrace  
Edinburgh EH7 5DL