



SCHEDULE 2

PUBLIC NOTICE OF NEW/RENEWAL APPLICATION

Housing (Scotland) Act 2006

HOUSE IN MULTIPLE OCCUPATION LICENCE

This public notice must be displayed at or near the premises by the applicant/agent so that it can be conveniently read by the public. Applicants/Agents should only display the notice when instructed to do so by Fife Council.

NOTICE IS HEREBY GIVEN that application will be published on the HMO Notification page at www.fifedirect.org.uk . The application was made on.....to Fife Council for a House in Multiple Occupation Licence in respect of premises at.....

New Application [] Renewal []

Table with 6 columns: By, Name of individual, Address, By, Day-to-Day Manager, Address

WRITTEN REPRESENTATIONS

Any written representations in relation to the application may be made to Fife Council per the Private Sector Housing Team, Housing & Neighbourhood Service, 3rd Floor, Rothesay House, Rothesay Place, Glenrothes, KY7 5PQ or by email hmo.licensing@fife.gov.uk generally within 21 days of the above specified date.

- (1) Any representation relating to an application for the grant or renewal of a licence will be considered by the licensing authority if, but only if, the representation: (a) is in writing; (b) specifies the grounds of the representation or, the nature of the representation; (c) specifies the name and address of the person making it; (d) is signed by him or her or on his or her behalf; (e) was made to them within 21 days of whichever is the latest of the following dates:- (i) where public notice of the application was published on Fifiedirect website, the date when it was first published; (ii) where Fife 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 the Council. (2) Notwithstanding (1)(e) above, it shall be competent for Fife Council to entertain a written representation received by it before it takes a final decision upon the application to which it relates if it is satisfied that there is sufficient reason why it was not made in the time required. (3) Any written representation shall be made for the purposes of (1) above if it is delivered by hand within the time specified to the Council or posted (by registered or recorded delivery post) so that in the normal course of post it might be expected to be received by the Council within the time specified. (4) Any representation submitted to the Licensing Team will be copied in full to the applicant. It is likely that the person making the representation will be invited to attend the Regulation & Licensing Committee to speak in support of their representation prior to the application being determined.