



Aberdeen City Council Housing (Scotland) Act 2006 **GUIDANCE NOTES**

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 follow up form you will receive via email. Please note 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.