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## **APPLICATION FOR LANDLORD REGISTRATION**

**Under the Antisocial Behaviour etc (Scotland) Act 2004**

**Each joint owner will be required to complete a separate form and return it to us. (First Time registration only)**

## **Important**

**Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.**

**The Council will notify you of the outcome of your application. You must inform the Council of any changes to the details entered on this form at any time while your application is being processed and during the period of registration. Registration lasts for 3 years from the date an application is approved.**

**The Landlord Registration system will automatically apply the Late Application fee of £110.00 to both the lead and joint landlord if they are late in renewing their registration.**

**The system will advise all landlords with a valid email address, 30 and 90 days prior to their registration expiring.**

**Please note that it is a legal requirement to keep your registration details up to date. You can do this online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk), or by emailing [Landlord.Registration@south-ayrshire.gov.uk](mailto:Landlord.Registration@south-ayrshire.gov.uk).**

**You can contact us by telephone (during working hours) on 0300 123 0900, press option 2, then option 1. When stating the department you wish to speak to, please state 'Landlord Registration'.**

# GUIDANCE NOTES FOR APPLICATION FOR LANDLORD REGISTRATION

## Under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for registration as a landlord or landlord's agent with South Ayrshire Council. There are notes at the end to help you. For more information or advice, please contact [Landlord.Registration@south-ayrshire.gov.uk](mailto:Landlord.Registration@south-ayrshire.gov.uk) or call

*Payment must be made at the time of application. The principal fee for registration is £55 plus £11 per property. You can also apply online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk).*

You must register with each local authority in whose area you let property. If you own properties in more than one area, you can use the online application system to register in all authorities in one application, and this will reduce the total fee that you will have to pay.

The aim of landlord registration is to ensure that all private landlords and agents in Scotland are 'fit and proper' to be letting residential property (see Note 1). The owner of every let property must register, and must declare anyone who acts for them in relation to their letting. There are only a few exceptions from the requirement to register (see Note 2).

You can also register if you do not own any property, to show that you are 'fit and proper' before you invest in property for let.

Members of the public will be able to view each local authority's register of landlords online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk). By entering your registration number, they will be able to see whether you are registered. By entering the postcode for one of your properties they will be able to see your name, joint owner (if applicable), agent (if applicable), local authority and the contact address. This information can also be obtained by contacting the local authority, who can also provide the contact address listed of any registered person or company, at the authority's discretion.

### Section 1 - About the owner

You will need to have the following information to help complete this section:

- your full name, any other names you may have or had (maiden or previous married names) and your date of birth
- name of organisation and contact person.
- company registration number or charity number.
- current home address.
- previous home addresses for past 5 years
- email address and contact telephone number.
- HMO licences and voluntary accreditations you hold in Scotland (if applicable)
- details of any registration, licence or voluntary accreditation which has been refused or revoked in connection with letting in the UK.
- details of any convictions (spent or unspent), and court or tribunal judgements issued against you under housing law, landlord and tenant law, or discrimination legislation. (See Note 3a)
- details of any Antisocial Behaviour Notices served on you or any of your properties (see Note 3b).
- details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on you, or a tenant residing at any of your properties (see Note 3c).

- details of any previous or current Repairing Standard Enforcement Orders issued by the First-tier Tribunal for Scotland (Housing Property Chamber) formally Private Rented Housing Panel (see Note 3d).

## Section 2 – Properties

You will need to have the following information to complete this section:

- the address of each house you own which is let (including postcode)
- details of any agent(s) who act for you in relation to each property. Your agent must be registered with the Scottish Letting Agent Register. If your agent(s) is not registered then contact your local authority for advice.
- details of any joint owners of each property. If the joint owner has already registered or applied for registration, please ask for their registration number (for the relevant local authority).
- contact address for each property. This is the address tenants or neighbours can use to get in touch about the property. This can be your home/business address, agents address or alternative contact address.

## Section 3 - About Joint owners

All owners of property as stated on the Title Deeds, Feu Disposition or Land Certificate, are required to apply for registration in order to comply with the law. You will need to have the following information to help complete this section:

- If the joint owner has not yet applied for registration, they should complete a separate application form.
- If the joint owner has already applied for registration, enter their registration number
- Details of any other licences held
- HMO licence number
- Any relevant convictions (spent and unspent)
- Accreditations held, e.g. membership of a local or national scheme

Please note: joint owner only needs to complete a separate application form should they be applying for the first time. With regards to renewal applications you can simply provide their registration if known or their name.

## Useful information

If a property is owned by more than one person then a 'lead' owner should be designated by the owners from amongst their number. The lead owner will pay both the principal fee and the property fee(s) for each of the jointly owned properties. Any other owner(s) as designated on the Title Deeds, Feu Disposition or Land Certificate who is not the lead owner is exempt from paying both the principal fee and any property fees for the jointly owned properties. **However the all owners who register are still liable for a late application fee should they fail to renew their registration prior to its expiry date.**

## About agents

If you use an agent to manage any of your properties, they should be registered on the Scottish Letting Agent Register <https://lettingagentregistration.gov.scot/>. Your agent will be able to provide their details.

If you or your agent requires any further information, the Scottish Government has created a website <https://www.mygov.scot/letting-agent-registration/overview/> where you can read about the register and the definition of what an agent is.

Please note that if a family member is acting on your behalf (Power of Attorney) and are not already registered then they will need to complete a separate registration and be assessed as fit and proper.

If you require any clarification please contact the landlord registration team.

## **GDPR STATEMENT**

As the 'data controller' for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used / processed, and what it is used for.

This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

### **Your personal data – what is it?**

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR).

### **What Personal Data will we collect from you?**

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect includes:

- Name (including maiden or previous names)
- Name of Organisation and relevant contact person
- Company registration number or charity number
- Date of Birth
- Addresses for the past 5 years
- Contact number
- Email
- HMO Licences and voluntary accreditations you hold in Scotland (if applicable)
- Details of any registrations, licence or voluntary accreditation which has been refused or revoked in connection with letting in UK.
- Details of any convictions (spent or unspent), and court or tribunal judgements issued against you under housing law, landlord and tenant law, or discrimination legislation.
- Details of any previous or current Repairing Standard Enforcement Orders issued by the Housing and Property Chamber Scotland (previously Private Rented Housing Panel)
- Details of any Antisocial Behaviour Order or Interim Antisocial Behaviour Orders served on you, or a tenant residing at any of your properties
- Details of any Antisocial Behaviour Notices served on you or any of your properties

### **How will we use your information?**

This information will be used to ensure all private landlords and agents in Scotland are 'fit and proper' to be letting residential property. The owner of every let property must register, and declare anyone who acts for them in relation to their letting. Members of the public will be able to view each local authority's register of landlords online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) . By entering the name and address of a person or company, they will be able to see whether you are registered.

By entering the address of one of your properties they will be able to see your name and the contact address for you or your agent. This information can also be obtained by contacting the local authority. Local authorities can also provide the home or office address of any registered person or company, at the authority's discretion.

### **What is the legal basis for using/sharing your information?**

If we are processing your information based on your consent, you have the right to withdraw your consent, in whole or in part, at any time. The consequences of withdrawing your consent will be explained to you in any particular case when you contact us to withdraw your consent. Withdrawing your consent may mean that the Council cannot provide the services to you.

### **Who will we share your information with?**

- South Ayrshire Council Building Standards
- South Ayrshire Council Housing Options
- South Ayrshire Council Legal Services
- South Ayrshire Council Social Work
- South Ayrshire Council Environmental Health
- South Ayrshire Council Trading Standards
- South Ayrshire Council Waste Management
- Department of Work and Pensions
- Police Scotland
- Fire Scotland
- Letting Agents
- Charitable Organisation
- Other Local Authorities
- Any other external and internal partners as required

### **How long do we keep hold of your information?**

We keep your personal data for no longer than reasonably necessary. (Currently ten years)

### **What are your rights?**

You can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances; and
- erase your personal information in certain circumstances.

You also have the right to object to the processing of your personal information.

### **What are the consequences of failing to provide personal information?**

Where the provision of your information to the Council is a statutory or contractual requirement, or a requirement necessary to enter into a contract, you are obliged to provide the information. Failing to provide personal data will mean we are unable to register you as a landlord in South Ayrshire.

## **What about Automated Decision- Making?**

The Council does not use profiling or automated decision-making. Some processes are semi-automated (such as data matching for the prevention or detection of fraud), but an actual person will always be involved before any decision is reached affecting any individual.

## **Do you require this statement in a different format?**

Please contact us if you require this information in an alternative format.

## **How can you get in touch with us?**

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Data Protection Officer  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR

**Email:** [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223

## **Are you dissatisfied with the way your Personal Information has been handled?**

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

**Email:** [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**Telephone:** 0303 123 1115

## **Application Notes**

### **Note 1**

To be registered, landlords must be 'fit and proper' to let residential property. Local authorities must take account of any evidence that the person has:

- committed any offence involving fraud or dishonesty, violence, drugs, discrimination, firearms, or sexual offences,
- practised unlawful discrimination in connection with any business
- contravened any provision of the law relating to housing, or landlord and tenant law
- and the person's actions, or failure to act, in relation to any antisocial behaviour affecting a house they let or manage.

In addition to the information provided on the form South Ayrshire Council will also take account of any other relevant information they hold about you. They will make a balanced judgement on the basis of all the available information, there is no automatic refusal.

If you let property in more than one local authority area, the authorities will share information to ensure they have all relevant details, however each authority will make its decision independently.

### **Note 2**

Exemptions apply to properties rather than to people. If **all** of a landlord's properties in an area are covered by one or more of the exemptions, he or she does not need to register with that local authority. If some of the properties are exempt, the other properties must still be registered. A property is exempt from registration if it is:

- the only or main residence of the landlord, where there are not more than two lodgers
- let under an agricultural or crofting tenancy
- occupied under a liferent
- used for holiday lets only
- regulated by the Care Commission, in certain categories
- owned by a religious organisation and occupied by a leader or preacher of that faith
- occupied only by members of a religious order
- let to members of the landlord's family only
- held by an executor
- possessed by a heritable creditor
- owned by a local authority or Registered Social Landlord.

If you are unsure whether an exemption applies to you, please contact the local authority for advice.

### **Note 3**

(a) Any spent or unspent convictions for offences involving:

- fraud / dishonesty
- violence
- drugs
- discrimination
- firearms (within the meaning of section 57 (1) of the Firearms Act 1968 (c.27))
- sexual offences (within the meaning of section 210A (10) of the Criminal Procedure (Scotland) Act 1995 (c.46))



- contravention of housing law (For further details on housing legislation, please see <http://www.legislation.gov.uk/browse/uk>)

Any court or tribunal judgements under:

- Housing law
- Landlord and tenant law
- Discrimination legislation. i.e.
  - ❖ The Equal Pay Act 1970 (c.41)
  - ❖ The Sex Discrimination Act 1975 (c.65)
  - ❖ The Race Relations Act 1976 (c.74),
  - ❖ The Disability Discrimination Act 1995 (c.50),
  - ❖ The Equality Act 2010 (c.15)
  - ❖ The Employment Equality (Sexual Orientation) Regulations 2003 (S.I. 2003/1661) or
  - ❖ the Employment Equality (Religion or Belief) Regulations 2003 (S.I. 2003/1660).

If you are unsure whether you need to declare a conviction or court or tribunal judgement found against you, please contact your local authority for further advice.

(b) An Antisocial Behaviour Order (ASBO), or interim order, within the meaning of Part 2 of the Antisocial Behaviour etc. (Scotland) Act 2004 served on you, or a tenant residing at any of your properties.

(c) An Antisocial Behaviour Notice (ASBN), within the meaning of Part 7 of the Antisocial Behaviour etc. (Scotland) Act 2004 served on you or any of your properties.

(d) A Repairing Standard Enforcement Order made under s24 (2) of the Housing (Scotland) Act 2006.

#### **Note 4**

There are various types of qualification or permission to let houses, which go by different names depending on the organisation which issues them, or the country where they apply. This form uses the following definitions:

**Registrations or licences** are required by law, and are issued by local or central government. In Scotland this applies to registration of all landlords under the Antisocial Behaviour etc (Scotland) Act 2004, and licensing of Houses in Multiple Occupation under part 5 of the Housing (Scotland) Act 2006. You should also include any similar permission you hold in other parts of the UK.

**Voluntary accreditation** is something landlords or agents can apply for to show that they meet high standards in letting. Accreditation schemes may be run by local authorities, landlord organisations or a combination of the two.

#### **Note 5**

A property may be a House in Multiple Occupation (HMO) if:

- at least three people live there, and
- the people who live there belong to three or more families, and

- they share a kitchen, bathroom or toilet.

All HMOs must be licensed by the local authority. If you think your property may be an HMO and you do not have a licence, please contact the local authority for advice.

### **Note 6**

The fees for a registration application are made up of **principal fees** for each person applying, and a **property fee** for each property listed.

#### **Principal fees**

£55 for the main applicant

#### **Property fees**

£11 for each property.

#### **Automatic Late Fee**

**If you fail to renew your registration before the expiry date the landlord registration website will automatically apply the Late Application Fee of £110 to both lead and joint landlords.**

The new system will advise all landlords with a valid email address 90 & 30 days prior to their registration expiring. The local authority will also send a renewal letter prior to the expiry date. **It is the landlord responsibility to make sure all contact details are kept up to date.**

#### **Fee Exemptions**

- Charities – Registered charities are exempt from paying both the principal fee and property fee although they are still required to register.
- Joint Owners – Where there is more than one owner of a property, one of the owners will be designated the 'lead owner'. The lead owner is responsible for paying the principle fee and the property fee; joint owners pay no fees, unless they are also a lead owner.
- HMO Licence Holders – Where an application is submitted by a person who holds a valid HMO Licence from South Ayrshire Council there is no principal or property fee to be paid. If the landlord also rents out non HMO properties a fee of £11 per property must be paid.

#### **Fee Discounts**

- Charities receive 100% discount and therefore do not pay a principal or property fee.
- When applying online, applications submitted to more than one local authority will receive a 50% discount of the principle fee (£27.50 per consecutive authority).

**If you are unsure how much your fee will be, please contact [Landlord.Registration@south-ayrshire.gov.uk](mailto:Landlord.Registration@south-ayrshire.gov.uk). You can contact us by telephone (during working hours) on 0300 123 0900, press option 2, then option 1. When stating the department you wish to speak to, please state 'Landlord Registration'.**

## **Note 7**

Please note that your application is not valid until payment has been received by South Ayrshire Council. If you let property without making payment, you will be committing a criminal offence.

You can pay your application fees in the following ways:

### **Online**

**Please note that you have to register online to use this facility.** This is also the only available method of payment if you register online.

Visit [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) - payment can be made by credit or debit card using the secure server; you can print a copy of the payment for your own records.

We recommend that landlords keep a full record of all registration payments made. By registering online, the total amount payable (a full purchase summary detailing all the submitted fees and discounts where applicable) will be calculated automatically.

### **In person**

You can take your completed application form to any of our Customer Service Centres where you can pay by cash, debit card, postal order, cheque (made payable to South Ayrshire Council, with your name, address and landlord registration number (if you have one) on the back) or credit card.

The Wallace Tower, 172-176 High Street, **Ayr**, KA7 1PZ

Municipal Buildings, South Beach, **Troon**, KA10 6EJ

2-6 The Cross, **Prestwick**, KA9 1AN

64 High Street, **Maybole**, KA19 7BZ

17-19 Knockcushan Street, **Girvan**, KA26 9AQ

### **By post (cheque or postal order)**

You can send a cheque or postal order with your completed application form. Please make cheques payable to South Ayrshire Council and write your name, address and landlord registration number if you have one, on the back of any cheque payments.

If someone else is paying on behalf of the registered lead landlord, please ask the agent, friend or family member to write down who they are paying on behalf of, or provide details of the registration numbers if known. This allows us to identify the purchaser for each landlord and link the payment directly to the correct landlord.

Application forms must be sent with full payment to:

Landlord Registration  
South Ayrshire Council  
Freemans Hall  
2-6 The Cross  
PRESTWICK  
KA9 1AN

# **APPLICATION FOR LANDLORD REGISTRATION**

## **Section 1 – About You**

Which of the following best describes you?

**Please tick the appropriate box.**

I am an individual

I am an organisation (please go to page 14)

Do you have an existing registration?

Yes  No

If yes, please provide your registration number

### **Personal Details**

First name

Surname

Other names by which you may be known (optional)

### **Date of Birth**

Day  Month  Year

Email Address

Telephone Number

Mobile Number

## Address History

We need to know your addresses for the last five years, with no gaps or overlaps, starting with the most recent.

Current Address

Building Name

Building Number

Address 1

Address 2

Locality

Town

Postcode

Country


When did you move here?

Month  Year

Previous Addresses including dates (if applicable)

Previous Address 1

Previous Address 2

Previous Address 3

Previous Address 4


## Organisations

Organisation name

Company registration number  
(if applicable)

Organisation contact  
person

First Name  
Organisation contact  
person

Last Name  
Position in  
Organisation


Is this organisation a registered charity? Yes  No

If so, please enter the charity registration number

## Address History

We need to know your addresses for the last five years, with no gaps or overlaps, starting with the most recent.

Current Address

Building Name

Building Number

Address 1

Address 2

Town

Postcode

Country

When did you move here?

Month

Year

Previous Addresses including dates (if applicable)

Previous Address 1

Previous Address 2

Previous Address 3

Previous Address 4

**Convictions / Accreditations**

To be registered, owners and their agents must be fit and proper to let residential property. Local authorities must take account of any evidence that the person has

- Committed any offence involving fraud, dishonesty, violence, drugs, firearms, or sexual offences
- Practiced unlawful discrimination in connection to any business
- Contravened any provision of the law relating to housing, or landlord and tenant law.

In addition to the information provided on the form, the local authority will also take account of any other relevant information they hold about the applicant.

Do you have any spent or unspent convictions, involving any of the following: - (see Note 3a)

- Fraud
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences
- Contravention of housing law

Yes  No

If yes, please provide details in table (i) below

Have you had any court or tribunal judgements found against you under

- Housing law
- Landlord or tenant law
- Discrimination legislation

Yes  No

If yes, please provide details in table (i) below

**Table (i)**

Date of sentence or tribunal case: Date/Month/Year	The court or tribunal where your case was heard	Description	Sentence or decision



Have you, or a tenant residing at any of your properties, ever been served with an Antisocial Behaviour Order or an Interim Antisocial Behaviour Order? (see Note 3b)

Yes  No

If yes, please provide details below

Date	Court	Local Authority (Optional)	Please indicate whether it was you or your tenant who was served with the Order.

Have you, or any of your properties, ever been subject to an Antisocial Behaviour Notice? (see Note 3c)

Yes  No

If yes, please provide details below

Date	Local Authority

Do you have any previous or current Repairing Standard Enforcement Orders issued by the Housing Property Chamber (previously Private Rented Housing Panel)? (see Note 3d)

Yes  No

If yes, please provide details in table (ii) below

**Table (ii)**

Date of sentence or tribunal case: Date/Month/Year	The court or tribunal where your case was heard	Description	Sentence or decision

Do you hold any registrations or licences (see Note 4) in connection with letting houses anywhere in the UK?

Yes  No

Have you had any such registrations or licences refused or revoked?

Yes  No

Please give details of any registrations or licences held, refused or revoked

Description	Awarded by	Held/refused/ revoked	Date awarded/refused/ revoked	Reference no

Do you hold any voluntary accreditations (see Note 4) in connection with letting houses anywhere in the UK?

Yes  No

If yes, please give details

Description	Awarded by	Date	Local authority approving the scheme	Reference no

**If you wish to register property in the South Ayrshire Council area, please continue to the next section.**

*You must register every house you own which is subject to a lease or occupancy agreement, but you can also register if you do not own any property.*

**If you do not wish to register any property, please go to section 3.**

**Section 2 – Rental Property Details**

Please use this section to enter details of each of your properties, including postcodes.

Property 1	
Property 2	
Property 3	
Property 4	
Property 5	
Property 6	
Property 7	
Property 8	
Property 9	
Property 10	

*Please continue on a separate sheet if required.*

Are any of these properties a House in Multiple Occupation? (see Note 5)

Yes  No

If yes, please advise which property and give the HMO licence number

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**Agent**

An agent is anyone who acts for you in relation to a house you let. This may be a professional such as a letting agent or solicitor, or a friend or relative who looks after the property, arranges repairs, collects rents and so on. You must declare any agent you use; they should be registered with the Scottish Letting Agent Register [www.lettingagentregistration.gov.uk](http://www.lettingagentregistration.gov.uk).

For further guidance [www.mygov.scot/letting-agent-registration/overview/](http://www.mygov.scot/letting-agent-registration/overview/)

Does an agent act for you in relation to your property/properties?

Yes  No

If yes, has this agent already registered, or applied for registration, with Scottish Government?

Yes  No

If yes, please enter their registration/application number

If no – please enter their name and address here, and ask them to complete a separate application form and return it to us. You will need to pay a fee for your agent (see Note 6)

**Name**

**Address**

Select the address to be shown on the public register. This address will visible to anyone searching for you property/properties on the public search and may be used for correspondence.

Your address     Your agent’s address     An alternative address (please advise)

Alternative Address:

**Joint Owner Details**

*All property owners of any let house must be registered; your application cannot be approved until all joint owners have been approved.*

Does anyone else own this property with you?

Yes  No

If yes, do they have a landlord application or registration number for this property / properties?

Yes  No

If yes, please enter their registration/application number. (If you have more than one joint owner, please provide their registration number(s) as well)

Joint Owner 1	
Joint Owner 2	
Joint Owner 3	
Joint Owner 4	
Joint Owner 5	

If no – please enter their name and address here. *(All owners must complete a separate application form)*

Joint Owner 1	
Joint Owner 2	
Joint Owner 3	
Joint Owner 4	
Joint Owner 5	

**If this is a first time registration a separate form must be completed for each joint applicant. If you are renewing an existing registration only one form requires to be completed.**

### **Section 3 - Declarations**

I declare that I comply with all legal requirements relating to my letting of houses

*Information on the law and good practice in letting is available from South Ayrshire Council, online on the Renting Scotland website <https://rentingscotland.org/> and other sources. If in doubt about legal requirements you should consult a solicitor or professional letting agent.*

I declare that the information given in this form is correct to the best of my knowledge.

I agree that South Ayrshire Council may use other information it holds about me to determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

I agree that South Ayrshire Council may share the information provided in this form, and other relevant information it holds about me, with other local authorities in Scotland to which I have applied for registration, to help those other authorities determine whether I am a fit and proper person to act as a landlord, or to act for a landlord, in terms of the Antisocial Behaviour etc (Scotland) Act 2004.

**A local authority may use information it holds about you to determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. In addition, local authorities to whom you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord or to act for a landlord. They may also share and seek relevant information with the Police Service of Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139, and / or the General Data Protection Regulation (GDPR).**

**Under the Data Protection Act 2018 information is shared for the purposes of preventing and detecting crime.**

**Signed**

**Date**

**Print name**

### **Important**

**Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.**

**The Council will notify you of the outcome of your application. You must inform the Council of any changes to the details entered on this form at any time while your application is being processed and during the period of registration. Registration lasts for 3 years from the date an application is approved.**

**Please note that it is a legal requirement to keep your registration details up to date. You can do this online at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk), or by emailing [Landlord.Registration@south-ayrshire.gov.uk](mailto:Landlord.Registration@south-ayrshire.gov.uk).**