

# Application to Run a Business from Your Home

Name of Tenant(s)

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Address

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Postcode

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Home Tel.

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Mobile No.

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Email Address

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**PLEASE ANSWER ALL QUESTIONS IN FULL USING BLOCK LETTERS**

Do you require any of the following options to aid you with your application?

Large Print Text

Language Interpreting Service

Braille Text



Reference No.:

Date Returned:

**Business Name** \_\_\_\_\_

**Type of Business** \_\_\_\_\_

**When do you want to start using your home for this business?** \_\_\_\_\_

**Please tell us how you plan to minimise any impact on your neighbours e.g. noise, footfall, problems with potential parking (if applicable)**

**Please provide all relevant certificates / documents that pertain to your business i.e. public liability insurance, registration with local authority**

**Please note that your business must be legitimate, proof of which we require. Your business must not involve illegal activity of any kind. We will also not allow the following:**

- **The selling of goods from the home or shared area; or**
- **The repairing of motor vehicles from the home or shared area.**

**This list is open to alteration and/or interpretation.**

## **DECLARATION**

Please read through the following statements and sign at the bottom to acknowledge and show you understand and agree with them

- I declare that to the best of my knowledge, the answers given to the questions on this form are true and accurate. I/We understand that any false information provided may result in my/our application to run a business from home being cancelled.
- I/We authorise the Association to make any necessary enquiries to verify the accuracy of the information provided.
- I/We understand that illegal activity as a result of this arrangement will result in action being taken against my tenancy.
- I confirm that I will notify Angus Housing Association immediately of any changes in my circumstances as related in this application.
- I understand that the issue of this form does not guarantee permission to run a business from home from Angus Housing Association Limited

Name (Block Capitals) \_\_\_\_\_

Signature of Tenant \_\_\_\_\_ Date \_\_\_\_\_

Name Joint Tenant (Block Capitals) \_\_\_\_\_

Signature of Joint Tenant \_\_\_\_\_ Date \_\_\_\_\_

## Once completed please send your form to:

### Arbroath Office:

Angus Housing Association Ltd  
93 High Street  
Arbroath  
DD11 1DP

### Dundee Office:

Angus Housing Association Ltd  
Ormiston Crescent  
Whitfield, Dundee  
DD4 0UD

## YOUR PERSONAL INFORMATION (TENANT)

We, Angus HA, are the controller of the personal information that we hold about you. This means that we are legally responsible for how we hold and use personal information about you. It also means that we are required to comply with data protection laws when holding and using your personal information. This includes providing you with the details of how we hold and use your personal information, who we may share it with and your rights in relation to your personal information. Full Statement available on our website

We have appointed a Data Protection Officer (DPO), Daradjeet Jagpal, who ensures we comply with data protection laws. If you have any questions about this statement or how we hold or use your personal information, please contact the DPO by: e-mail at [angusdpo@infolawsolutions.co.uk](mailto:angusdpo@infolawsolutions.co.uk) or writing to: **The Data Protection Officer, Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP.**

You can contact us by: e-mail at [admin@aha.org.uk](mailto:admin@aha.org.uk); telephone on **0345 177 22 44**; or writing to: **Angus Housing Association Limited, 93 High Street, Arbroath, DD11 1DP**

## OFFICIAL USE ONLY

Application Approved    Yes     No

Approved \_\_\_\_\_ (Housing Officer)    Date \_\_\_\_\_

Approved \_\_\_\_\_ (Housing Manager)    Date \_\_\_\_\_

### Angus Housing Association Limited

93 High Street, Arbroath  
Angus DD11 1DP

The Square, Ormiston Crescent  
Dundee DD4 0UD

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