



Office Shops and Railway Premises Act 1963

Notice in form prescribed by the Secretary of State for Employment, of employment of persons in office or shop premises.

If you intend to employ any person or persons to work in shop or office premises you are required by Section 49 of the Offices, Shops and Railway Premises Act 1963 and the Notification of Employment of Persons Order 1964, to complete this form and send it to the appropriate authority. Please read the explanatory notes by clicking the 'Click here for guidance' link above before completing this form.

The appropriate authority will send a copy of the form to the fire authority for your area. (You may need a fire certificate -see note 9 in the guidance notes)

A separate form should be completed for each set of premises with a different postal address. Where several occupiers have premises at the same address, each occupier should complete a form in respect of his premises.

When completing this form please ensure you select the relevant checkbox for Part I or Part II, whichever is applicable.

Part I

Notice is hereby given that on the (insert date) , the employer specified in Part III of this notice, will begin to employ persons to work in the premises described therein.

Part II

Notice is hereby given that the employer specified in part III of this notice is employing persons to work in the premises described therein.

Part III

- 1 (a) Name of employer
- (b) Trading name, if any
- 2 (a) Postal address of the premises
- (b) Telephone number
- 3 Nature of business
- 4 How many persons are or will be employed by the employer in office or shop premises at the above address in the following types of workplace? (see notes 3-7)
- | | |
|---|----------------------|
| (a) Office | <input type="text"/> |
| (b) Shop (retail) | <input type="text"/> |
| (c) Wholesale department or warehouse | <input type="text"/> |
| (d) Catering establishment open to the public | <input type="text"/> |
| (e) Staff canteen | <input type="text"/> |
| (f) Fuel storage depot | <input type="text"/> |
| Total | <input type="text"/> |
| Of the total how many are females? | <input type="text"/> |
- 5 How many of the total are or will be employed on floors other than the ground floor?
- 6 Of the total stated in reply to question 4, are any (or will any be) housed in separate buildings? Yes No
- 7 Is the employer the owner of the building(s) (or part of the building(s)) containing the premises? Yes No
- 8 If not, state the name and address of the owner(s) or person(s) to whom rent is paid

Signature of employer or person authorised to sign on his behalf Date