



## Notice of occupation

For attention of:

Section 137 of the Factories Act 1961 requires every person intending to occupy or use any premises as a factory to serve on HM Inspector of Factories a written notice giving the particulars specified below. At least one months notice must be given before the occupation or use begins.

If a person takes over from another without changing the nature of the work, previous notice of one month need not be given. However the notice must be served as soon as practicable and in any event within one month of his taking over. In other cases the occupation or use may begin less than one month after the notice if the Inspector gives written permission.

The Data Protection Act 1998 requires the Health and safety Executive (HSE) to inform you that this form may include information about you (this is called 'personal data' in the Act) and that we are a 'data controller' for the purposes of this Act. HSE will process the data for health, safety and environmental purposes. HSE may disclose these data to any person or organisation for the purposes for which it was collected or where the Act allows disclosure. As data subject, you have the right to ask for a copy of the data and to ask for any inaccurate data to be corrected.

When completed this form should be sent to the local Health and Safety Executive area office.

Name of occupier or title of the firm

Full postal address of the factory  
(please include the Postcode)

Registered office, if any

Nature of the work to be carried on

Is mechanical power to be used for any purpose other than the heating, ventilating, or lighting the workroom or other parts of the factory? Yes

No

If 'YES', state its nature  
(eg electric, steam, gas or oil)

If 'NO' and mechanical power is subsequently use for any purpose other than those mentioned, the occupier should notify an Inspector of the HSE at the area office no less than one month before the date on which it is first used. The nature of the mechanical power should also be given - section 137(2) of the Factories Act 1961.

Name of District or Island Council  
within whose area the factory is  
situated.

I hereby give notice that  
(Please tick appropriate box)

I intend to occupy  a factory as detailed above

I am occupying  a factory as detailed above

Name

Present address  
(including postcode)

Telephone number

Signature

Date