Office Shops and Railway Premises Act 1963
(OSR 1 Form)

If you intend to employ any person or persons to work in shop or office premises within the Sedgemoor District you are required by Section 49 of the Offices, Shops and Railway premises Act 1963, to complete this form and send it to Sedgemoor District Council. A copy of this form will then be forwarded to Devon & Somerset Fire and Rescue Service, as the fire authority for these premises.

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, which ever 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 the office or shop premises at the above address in the following types of workplace?
   (a) Office __________________________
   (b) Shop (retail) __________________________
   (c) Wholesale department or warehouse __________________________
   (d) Catering establishment open to the public __________________________
   (e) Staff canteen __________________________
   (f) Fuel storage depot __________________________

   Total __________________________

   Of the total how many are females? __________________________

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 __________________________