

1964 No. 533

SHOPS AND OFFICES

The Notification of Employment of Persons Order 1964

Made - - - - - 6th April 1964
Coming into Operation 1st May 1964

The Minister of Labour by virtue of the powers conferred on him by section 49 of the Offices, Shops and Railway Premises Act 1963(a) (hereafter in this Order referred to as "the Act") and of all other powers enabling him in that behalf, hereby makes the following Order :—

1.—(1) This Order may be cited as the Notification of Employment of Persons Order 1964 and shall come into operation on 1st May 1964.

(2) The Interpretation Act 1889(b) shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

2. In the case of railway premises and office premises, being office premises occupied by railway undertakers for the purposes of the railway undertaking carried on by them and situate in the immediate vicinity of the permanent way (not being office premises comprised in hotels)—

(a) the notice required by section 49(1) of the Act to be served on the appropriate authority by a person before first beginning after the coming into operation of that subsection to employ persons to work in any such premises shall be in the form set out in Parts I, III and IV of Schedule 1 to this Order and contain the information therein specified ; and

(b) the notice required by section 49(2) of the Act to be served on the appropriate authority by a person who at the date of coming into force of that section with respect to any such premises is employing persons to work therein shall be in the form set out in Parts II, III and IV of the said Schedule 1 and contain the information therein specified.

3. In the case of office premises, other than office premises to which Article 2 of this Order applies, and in the case of shop premises—

(a) the notice required by section 49(1) of the Act to be served on the appropriate authority by a person before first beginning after the coming into operation of that subsection to employ persons to work in any such premises shall be in the form set out in Parts I and III of Schedule 2 to this Order and contain the information therein specified ; and

(a) 1963 c. 41.

(b) 52 & 53 Vict. c. 63.

(b) the notice required by section 49(2) of the Act to be served on the appropriate authority by a person who at the date of coming into force of that section with respect to any such premises is employing persons to work therein shall be in the form set out in Parts II and III of the said Schedule 2 and contain the information therein specified.

4. Any notice of a kind referred to in Article 3 of this Order shall be on paper having a length of 13 inches and a width of 8 inches.

5. The period before the expiration of which a notice under section 49(2) of the Act is required by the said subsection to be served on the appropriate authority shall be the period of 3 months beginning with 1st May 1964.

Dated 6th April 1964.

Joseph Godber,
Minister of Labour.

SCHEDULE 1

Article 2

OSR. 7

NOTICE IN FORM PRESCRIBED BY THE MINISTER OF LABOUR, OF EMPLOYMENT OF PERSONS IN RAILWAY PREMISES OR CERTAIN OFFICE PREMISES OCCUPIED BY RAILWAY UNDERTAKINGS.

PART I

Notice is hereby given that on the (*insert date*), the railway undertaking specified in Part III of this notice will begin to employ persons to work in the premises contained in the establishments shown in Part IV of this notice.

PART II

Notice is hereby given that the railway undertaking specified in Part III of this notice is employing persons to work in the premises contained in the establishments shown in Part IV of this notice.

PART III

Name of railway undertaking

Signature of person authorised to sign on behalf of the undertaking.....

Date

PART IV

Name of establishment containing premises to be registered on this schedule (e.g., station, depot)	Postal address or location on line	Details of persons responsible for liaison with (a) H.M. Factory Inspectorate (b) the Fire Authority			Number of persons employed	Number of these (if any) working in		Greatest number of persons employed at any one time	Number of females in total figure in col. (6)
		Official position (3)	Address (if different from (2)) (4)	Telephone number (5)		Offices (7)	Canteens (8)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

SCHEDULE 2

Article 3

OSR. 1

NOTICE IN FORM PRESCRIBED BY THE MINISTER OF LABOUR, OF EMPLOYMENT OF PERSONS IN OFFICE OR SHOP PREMISES

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 the employer
- (b) Trading name, if any
- 2. (a) Postal address of the premises
- (b) Telephone No.
- 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?
 - (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? (Answer Yes or No)
- 7. Is the employer the owner of the building(s) (or part of the building(s)) containing the premises? (Answer Yes or 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**

For official use

EXPLANATORY NOTE

(This Note is not part of the Order, but is intended to indicate its general purport.)

This Order prescribes the form of the notices required by section 49 of the Offices, Shops and Railway Premises Act 1963 to be served on the appropriate authority—

- (a) by a person before first beginning after the coming into operation of section 49(1) of the said Act to employ persons to work in any office, shop or railway premises ; and
- (b) by a person who at the date of coming into force of the said section 49 of the said Act with respect to any office, shop or railway premises is employing persons to work therein.

One form of notice is prescribed for use in the case of railway premises and certain office premises connected therewith and another form of notice for use in the case of all other premises to which the Act applies.

The Order also prescribes the period of 3 months beginning with 1st May 1964 as the period before the expiration of which such notices are required to be served on the appropriate authority by the employers of persons working in any office, shop or railway premises at the date of coming into force of the said section 49 with respect to those premises.

STATUTORY INSTRUMENTS

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