



## MEMORANDUM

### CASE 6

**Our Ref:** HMO/DA  
**Application Ref:** HMO07625  
**Date:** 05 December 2025

**From:** B Carroll  
Principal Officer, Housing Intervention & Support Team, NRS

**To:** G McNaught  
Legal Manager (Licensing), CED

**Subject:** Consultation: Housing (Scotland) Act 2006  
Application for a New House in Multiple Occupation License

**Applicant:** Hugh Jamieson Grant

**Ward:** 15

**Address:** 100 Stratford Street

**House Position:** 2-1

### Recommendation:

The following items be satisfactorily completed prior to the grant of the licence and the under noted conditions would be applicable.

### Items for Completion:

#### Inspection

The premises were inspected on 04 December 2025 in respect of the Council's living standards for houses in multiple occupation. The following matters were directed to Mr Kenneth McMillan, the applicant's representative and confirmed to the applicant by letter.

1. Within the kitchen three further electrical sockets are required above the worktop.
2. Each bedroom requires to be provided with a minimum of six suitably located and accessible electrical sockets.
3. A minimum of six suitably located and accessible electrical sockets require to be provided within the lounge.
4. Please submit the current Portable Appliance Test (PAT) certificate.

5. The exhibited Electrical Installation Condition Report (EICR) whilst satisfactory was issued by a contractor who is not a member of one of the three Scottish Government approved professional bodies. As such please request that they complete the self declaration form to confirm competency to undertake testing work and submit this to the HMO Unit.
6. Please provide evidence that an adequate buildings insurance policy is in place for the property.
7. Please submit a copy of the current lease being used to create the tenancy of the property.
8. The property should not be operated as a house in multiple occupation until the license application has been considered by the Licensing & Regulatory Committee and granted.

### **Conditions**

1. A minimum of one (01) suitable bin with lid for storage of refuse produced by the tenants of the house shall be provided at a suitable location with suitable means of access thereto.
2. The number of residents to be accommodated within the licensed premises should not exceed three (03) persons. **\*\*Capacity Amended\*\***
3. At least once in every five years all electrical systems within the premises shall be examined by a competent person and a certificate provided indicating that all such systems are functioning properly and are safe.
4. At least once in every year all portable appliances within the premises provided for the use of the tenants shall be examined by a competent person and certificates provided indicating that all such appliances are functioning properly and are safe. If the application is for the grant of an existing licence then copies of the portable appliance test certificates for the previous two years also require to be submitted.
5. At least once a year all gas appliances provided for the use of the tenants must be examined by a competent person (i.e. GAS SAFE REGISTERED ENGINEER) and a certificate provided (i.e. LANDLORDS GAS SAFETY CHECK) indicating that they are functioning properly and are safe. Gas certificates must be retained for three years and must be submitted when applying for the renewal of a licence.

### **Background Information**

**Description of Property:** Second floor tenement flat.

**Number of Bedrooms:** Three (03)      **\*\*Capacity Amended\*\***

**History of Multiple Occupation:** This is a new proposed HMO flat.

**History of Complaints:** None

**Occupied:** Yes – by three tenants at the time of inspection. The nature/status of the current occupancy is still to be established.

**Standard of Management:** At the time of inspection a number of issues were identified under 'Items for Completion'. Subject to these being addressed the standard of management may be said to be satisfactory.

**Other Information:** Due to the current layout of the flat it is not possible to support the HMO license application for a capacity of 4+4. As such the applicant has sought the agreement of the Licensing Section to amend the application to a capacity of 3+3 which has been agreed.