



## MEMORANDUM

CASE 11

Our Ref: HMO/DA  
Application Ref: HMO07405  
Date: 31 October 2024

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

**To:** M Millar  
Head of Licensing & Democratic Services, CED

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

**Applicant:** Mark Lawson

**Ward:** 11

**Address:** 51 Cecil 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 29 October 2024 in respect of the Council's living standards for houses in multiple occupation. The following matters were directed to the attention of the applicant and confirmed by letter.

1. The 'mortice' style lock on the flat entrance/exit door should be modified so as to be able to operated from the inside by a thumb turn release mechanism so as to maintain an appropriate level of security without compromising fire safety means of escape.
2. A minimum of six (06) suitably located and accessible electrical sockets should be provided within bedrooms 1/L, 2/L and 3/L.
3. The mechanical ventilation serving the internal shower room should be ducted to the external air as discussed on site.
4. Confirmation of the competency of the contractor that issued the Electrical Installation Condition Report (EICR) dated 31 July 2024 should be submitted (using the pro forma document issued previously).

5. A current Portable Appliance Test (PAT) certificate should be submitted in respect of the electrical appliances supplied by you for the tenants' use.
6. Confirmation should be sent to the HMO Unit that you intend to use the Scottish Government standard Private Residential Tenancy (PRT) to create future tenancies for the flat.
7. You should complete the process of registering as a private landlord on the Private Landlord Register for Scotland (refer to Q3 on the HMO license application form).
8. The property should not be used 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 shall not exceed four (04) persons.
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:** Four (04)

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

**History of Complaints:** None

**Occupied:** Yes, by three tenants as a HMO.

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

**Other Information:** None