



MEMORANDUM

Our Ref: HMO/DA
Application Ref: HMO07622
Date: 02 May 2025

CASE 13

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: Gray and Gray Properties Limited **Ward:** 22

Address: 12 Annfield Place **House Position:** MD

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 30 April 2025 in respect of the Council's living standards for houses in multiple occupation. The following matters were directed to Ms Carolanne Waters of Cairn Letting and confirmed to the applicant by letter.

1. A second 'mortice style' lock (compliant with the necessary means of escape provisions) should be fitted to the property entrance/exit door as discussed on site.
2. The flat should be furnished as discussed on site.
3. The sash and case style window of the bedroom 1/L on the first floor should be rendered capable of being easily and safely opened and closed.
4. The Carbon Monoxide detector in the kitchen should be wall mounted as discussed.
5. The current Landlords Gas Safety certificate should be submitted.

6. The Electrical Installation Condition Report (EICR) and the Portable Appliance Test (PAT) certificate should be submitted.
7. Please submit a copy of the Energy Performance Certificate (EPC).
8. A specimen copy of the lease to be used to create tenancies over the property should be submitted.
9. The property should not be operated as a HMO until the license application has been considered by the Licensing & Regulatory Committee and granted.

Conditions

1. A minimum of one (1) 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 **four (4) persons. (**Amended Capacity**)**
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: Three storey main door terraced property.

Number of Bedrooms: Four (4) ****Amended Capacity****

History of Multiple Occupation: Proposed new HMO property.

History of Complaints: None

Occupied: Unoccupied

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

Other Information: The applicant's representative advised on site that her client has decided to amend the HMO license application capacity to accommodate 4 persons within 4 bedrooms and retain the communal lounge on the first floor of the property.