



MEMORANDUM

**Our Ref: HMO/CDO
Application Ref: HMO07639
Date: 23/04/25**

CASE 16

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 23 April 2025 in respect of the Council's living standards for houses in multiple occupation. The following matters were directed to the attention of Ms Rachel McQueen of Robb Residential and by letter to the applicant.

1. The property meets all health, safety and welfare standards.
2. The house must not be used as a house in multiple occupation until the licence has been granted by the Licensing & Regulatory Committee.

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 shall not exceed **three (3)** 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: The property is a second floor tenement flat.

Number of Bedrooms: Three (3)

History of Multiple Occupation: The property has been known to be an HMO since 06 November 2004. This property was previously licensed, however, following the transfer of the ownership from a natural person to a limited company (controlled by them) a new license application was required. However, they failed to submit the New HMO license application within the required time period.

History of Complaints: None

Occupied: The property was occupied as an HMO with three tenants.

Standard of Management: Notwithstanding the administrative error made following the ownership restructuring standard of management may be said to be satisfactory.

Other Information: None