



MEMORANDUM

CASE 3

Our Ref: HMO/CDO
Application Ref: HMO08158
Date: 17/11/25

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

To: G McNaught
Legal Manager

Subject: Consultation: Housing (Scotland) Act 2006
Application for a new House in Multiple Occupation Licence

Applicant: Mohamad Azzam **Ward:** 22

Address: 5 Whitehill Gardens **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 17 November 2025 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 by letter to the applicant.

1. The existing mortice style lock on the flat entrance door should be modified/replaced with a thumb turn release mechanism on the inside of it.
2. The Electrical Installation Certificate Report (EICR) submitted did not state if the issuing contractor was a member either of the organisations SELECT, NICEIC or NAPIT. An EICR must be completed by a suitably competent person. "Competent person" means a skilled person as defined in Amendment 3 of BS7671. In the event that the issuing contractor is not a member of one of the aforementioned organisations which are recognised in Scotland you should seek evidence of competence as outlined in the Scottish Government Advice Pack for Private Landlords.
3. Details of the building insurance policy in place should be submitted to the HMO Unit.
4. Please ensure each bedroom has a minimum of six accessible electrical sockets.

5. 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 **four (4)** 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: Four (4)

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

History of Complaints: None

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

Standard of Management: At the time of inspection several items for completion brought to the attention of the applicant under the heading 'Items for Completion'. These items are relevant in considering the standard of management. Subject to effective steps being taken to address these items the standard of management may be said to be satisfactory.

Other Information: None