



MEMORANDUM

CASE 9

Our Ref: HMO/CDI
Application Ref: HMO03245
Date: 13/10/2025

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

To: G McNaught (Legal Manager), CED

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

Applicant: Mary Maxwell **Ward:** 23

Address: 23 Hayburn Crescent **House Position:** G-R

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 13 October 2025 in respect of the Council's living standards for houses in multiple occupation. The following matters were directed to the attention of Ms Mary Maxwell and also to the applicant by email.

The property was found to be satisfactory on first inspection and all the required certification was produced.

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 five (5) 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: Ground floor property within a traditional tenement building.

Number of Bedrooms: Four (4)

History of Multiple Occupation: First known to be in HMO use on 01 March 2025.

Occupied: Yes, Existing application.

History of Complaints: None

Standard of Management: At the time of inspection the standard of management may be said to be satisfactory.