

MEMO

Shelter & Environment

Housing & Environment

Lower Ground Floor West, Marischal College



ABERDEEN
CITY COUNCIL

To	Eric Anderson, Senior Solicitor, Corporate Governance, Town House		
From	Ally Thain, Private Sector Housing Manager, Housing & Environment		
Email	allyt@aberdeencity.gov.uk	Date	24 May 2012
Tel.	522870	Our Ref.	
Fax.		Your Ref.	

**Civic Government (Scotland) Act 1982
(Licensing of Houses in Multiple Occupation) Order 2000
Application for the Grant of a Licence to Operate a House in Multiple
Occupation (HMO) at No.18B Craigie Street, Aberdeen
Applicant/s: Hartfield Smith Limited
Agent: None stated**

I refer to the above HMO Licence application, which will be considered by the Licensing Committee at its meeting on 6 June 2012, for the reason that all HMO requirements have not been completed.

I can advise you as follows:-

The premises:-

The premises to which this HMO Licence application relates is an upper-floor flat with accommodation comprising of three letting bedrooms, one public room, one kitchen, one bathroom.

The HMO application:-

The HMO Licence application was received by the Council on 28 June 2011. The HMO Officer visited the premises on 7 July 2011, then he wrote to the applicant on 8 July 2011, listing the following requirements to bring the premises up to the current HMO standard:-

1. Installation of a hard-wired, interlinked fire alarm/fire detection system throughout the property.
2. All doors within the property to be 30-minute fire-resistant and fitted with self closers.
3. All existing fire doors to be checked and adjusted where necessary to ensure that they fully close against their stops.
4. All door handles must be repaired or replaced.
5. A fire-resistant cupboard to be constructed around the electric meter in the hallway.
6. The glazing in the hallway fanlight to be replaced with fire-resistant glass.
7. All trailing cables to be removed.
8. All fire-safety provisions must be fully explained to the tenants, including instructions not to wedge open any fire door or disconnect the self-closing devices or obstruct the hallways & stairways.

9. All room & flat exit door locks to be replaced with keyless locks.
10. A Fire Action plan to be displayed within the property.
11. A fire-blanket to be installed in the kitchen.
12. Redecoration to be carried out where necessary.
13. A window in each room to be capable of being opened for ventilation.
14. The electrical & gas safety certificates, and the Notice for Display-Certificate of Compliance to be submitted to the HMO Unit.

At the date of this memo, all work & certification requirements have not been met. Accordingly, the applicant has been invited to attend the meeting of the Licensing Committee on 6 June 2012, where the application will be discussed.

Other considerations:-

- The Chief Constable, Grampian Police, has been consulted in respect of the applicant's suitability as a "fit and proper person", and has made no comments or objections.
- Grampian Fire & Rescue Service has been consulted in respect of the suitability of the property, and has made no comments or objections.
- At the date of this memo, the Council's Antisocial Behaviour Investigation Team (ASBIT) has records of 2 separate complaints in respect of No.18B Craigie Street, Aberdeen. The first complaint on 1 June 2011 about loud music resulted in a Warning Notice being served on the tenants there. The second complaint on 3 June 2011 about loud music was unsubstantiated.
- At the date of this memo, the applicant and the property are not registered with the Landlord Registration database. It will be necessary for the Landlord to register immediately.
- The applicant has requested an occupancy of 3 persons, which is acceptable to the HMO Unit in terms of space and layout.
- As mentioned above, the Council received the HMO Licence application on 28 June 2011. The Council must determine the application no later than 27 June 2012, otherwise the application will become deemed to be approved, which the Council must strive to avoid. Accordingly, I will advise the Committee whether the Licence has been granted under delegated powers, or some works are still outstanding. If works are still outstanding and the Committee are minded to refuse the Licence, it must do so at its meeting on 6 June 2012.

I trust the above explains the position. Please contact me on x2870 if you wish to discuss any of the above.

Ally Thain
Private Sector Housing Manager