

# 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	<a href="mailto:allyt@aberdeencity.gov.uk">allyt@aberdeencity.gov.uk</a>	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 Renewal of a Licence to Operate a House in Multiple  
Occupation (HMO) at No.150A Crown Street, Aberdeen  
Applicant/s: William Lee  
Agent: Esslemont Cameron Gauld, Solicitors**

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 maisonette flat with accommodation comprising of four letting bedrooms, one public room, one kitchen, one bathroom.

**The HMO application:-**

The HMO Licence application was received by the Council on 29 August 2011. The HMO Officer visited the premises on 27 September 2011, then he wrote to the applicant on 7 October 2011, listing the following requirements to bring the premises up to the current HMO standard:-

1. Installation of a CO detector in the kitchen.
2. All fire doors to be checked and adjusted where necessary to ensure that they fully close against their stops.
3. All door handles to be repaired or replaced as necessary.
4. All fire-safety provisions within the property to be fully explained to the tenants, including instructions not to wedge open any fire door or disconnect the self-closing devices or obstruct hallways & stairways.
5. A Fire Action Notice to be displayed in the property.
6. A fire-blanket to be installed in the kitchen.
7. Additional electrical sockets to be installed.
8. The cause of the bad smell in the property to be identified and dealt with.
9. The standard of housekeeping in the property to be improved.
10. The shower unit to be replaced.
11. The roof leak to be repaired.

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 a record of a complaint on 9 March 2011 about frequent parties in No.150A Crown Street, Aberdeen. The complainer was given advice and no further complaints have been made.
- At the date of this memo, the applicant and his property are registered with the Landlord Registration database.
- The applicant has requested an occupancy of 5 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 29 August 2011. The Council must determine the application no later than 28 August 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