

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 Renewal of a Licence to Operate a House in Multiple
Occupation (HMO) at No.4 Caroline Place, Aberdeen
Applicant/s: Henry G.Clark
Agent: James & George Collie, 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 six letting bedrooms, one public room, one kitchen, one bathroom & one shower-room.

The HMO application:-

The HMO Licence application was received by the Council on 30 August 2011. The HMO Officer visited the premises on 11 October 2011, then he wrote to the applicant on 12 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. Replacement of the heat detector in the kitchen.
3. All room doors to be 30-minute fire-resistant and fitted with self-closers.
4. All existing fire doors to be checked and adjusted where necessary to ensure that they fully close against their stops.
5. The first-floor bathroom door to be rehung.
6. Construction of a fire-resistant cupboard to enclose the electric meter.
7. The glazing in the rear door to be replaced.
8. The roof leak to be repaired.
9. The cause of damp, mould and mildew in several areas to be identified and eradicated.
10. All fire-safety provisions to be explained to the tenants, including instructions not to wedge open any fire door or disconnect the self-closing devices or obstruct hallways & stairways.

11. A Fire Action Notice to be displayed in the property.
12. Additional electric sockets to be installed.
13. A window in each room to be capable of opening 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 no record of any complaint in respect of No.4 Caroline Place, Aberdeen.
- 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 30 August 2011. The Council must determine the application no later than 29 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