

# MEMO

Shelter & Environment

**Housing & Environment**

4<sup>th</sup> Floor, St.Nicholas House



To	Brenda Flaherty, Legal Manager, Resources Management, 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	7 April 2010
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.3 Duthie Terrace, Aberdeen (First floor flat)**

**Applicant/s: A.&R.Rental**

**Agent: None stated**

I refer to the above HMO Licence application, which is due to be considered by the Licensing Committee at their meeting on 21 April 2010, for the reason that the works and certification requirements have not been met.

I can advise you as follows:-

**The premises:-**

The premises to which this HMO Licence application relates is a first-floor flat contained within a granite tenement, with accommodation comprising of four bedrooms with kitchenettes, and one communal bathroom. The position of the premises is shown on Appendix 'A' attached to this memo.

**The HMO application:-**

The HMO Licence application was submitted to the Council on 10 June 2009. The HMO Officer visited the premises on 8 July 2009, then he wrote to the applicant on 10 July 2009, listing the following requirements to bring the premises up to the current HMO standard:-

1. The glazed panel in the flat exit door must either be replaced with a fire-resistant panel or an additional smoke-detector installed immediately outside the door.
2. Installation of 30-minute fire-resistant room pass-doors.
3. A Fire Action Notice to be displayed within the premises.
4. A fire blanket to be installed in the kitchen.
5. All damage to the hallway ceiling to be made good and redecorated.
6. All gas & electrical safety certification and the Notice for Display-Certificate of Compliance to be submitted to the HMO Unit.

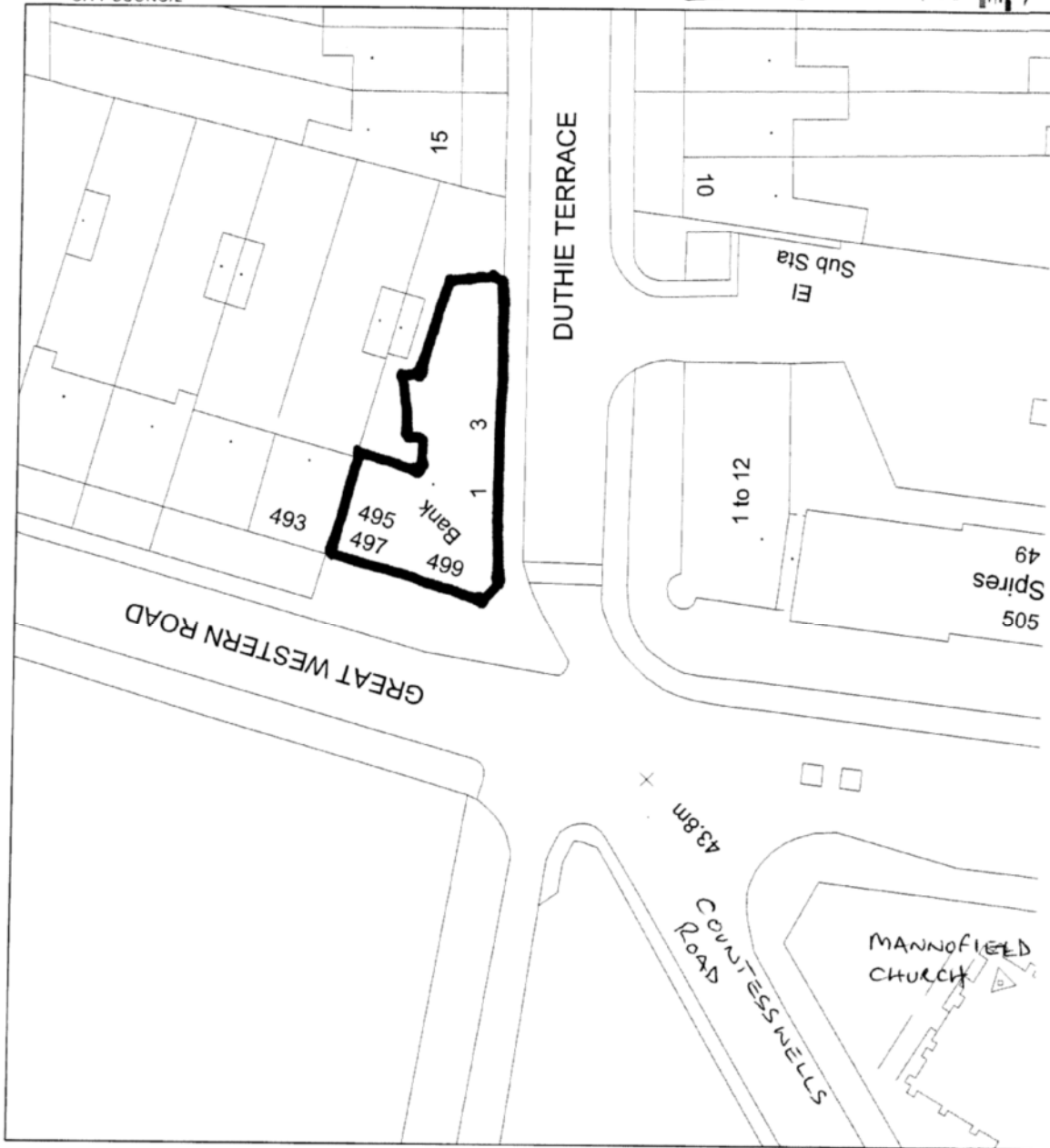
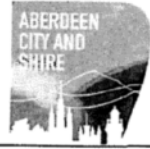
At the date of this memo, all work & certification requirements have not been met. Accordingly, the applicant has been invited to attend the meeting of the Licensing Committee on 21 April 2010, where the application will be discussed.

**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 has no record of any complaint in respect of the first floor flat at No.3 Duthie Terrace, Aberdeen.
- The applicant and their premises were registered with the Landlord Registration database, however the registration expired in October 2009 and was not renewed. It will be necessary for the applicant to re-register with the Landlord Registration database although the registration fee will be waived if the HMO licence is granted.
- The applicant has requested an occupancy of 4 tenants, which is acceptable to the HMO Unit.
- As mentioned above, the Council received the HMO Licence application on 10 June 2009. The Council must determine the application no later than 9 June 2010, otherwise the application will become deemed to be approved, which the Council must strive to avoid. If necessary, the application can be deferred until the Licensing Committee meets again on 2 June 2010, at the latest.

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



**Title:** APPLICATION FOR HMO LICENCE  
**PREMISES:** FLAT 3, 3 DUTHIE TERRACE, ABERDEEN  
**Scale:** 1:500                      **Date:** 05 April 2010                      **Map Ref:** NJ9104NE

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