

(ii) MANDATORY LICENSING OF HOUSES IN MULTIPLE OCCUPATION (AN229-2004)

Reference is made to the Licensing Committee of 1st March 2001 where the Licensing Conditions in respect of Houses in Multiple Occupation were approved and subsequently amended on 6th December 2001.

Committee is asked to formally approve the following additional conditions to the previously approved conditions:

- (i) The granting of a licence requires the licence holder to give notice in writing to every occupier of premises in the same building and the occupiers of adjoining premises which share a common wall, advising them of the name of the licence holder or managing agent, a contact address, daytime telephone number and emergency telephone contact number. This condition of licence must be complied with within 4 weeks of the issuing of a licence, and written documentation lodged with the City Council HMO Section verifying such.
- (ii) Actions to secure repossession must only be by lawful means.
- (iii) If there is a material change of circumstance affecting the licence-holder or the operation of the HMO, the licence-holder must inform the licensing authority as soon as possible. No alteration must be made to the property without the prior written consent of the authority.

Committee is further asked to formally approve the following bold amendments to existing condition numbers:

1. The licensed premises shall comply with Dundee City council's "Standards for Shared Accommodation" **as amended.**
12. The Licensee will be responsible for the day to day running of the premises, and for ensuring that residents comply with the terms of their **Lease and in particular to deal effectively with any anti-social behaviour by tenants to anyone else in the HMO or in the locality of the HMO.**
15. The Licensee shall issue receipts for any rental deposits received. **Possible reasons deducting any amounts from the deposit should be made clear when the deposit is paid.**
16. The Licensee shall refund the rental deposit, or part thereof, within 14 days of any agreed occupancy termination date or as soon as is practicable thereafter. **If any deduction is made before its return, the tenant should receive a written statement identifying the reason(s) for the amount deducted.**
21. The landlord should ensure that let rooms are **fitted with a lever latch and** secured with a suitable lock and **thumb turn mechanism.**
22. The building should be maintained in a reasonable state of repair, having regard to its age, type and location. **Garden and environmental areas should also be adequately maintained. Where an HMO is in a shared building the Landlord should co-operate and participate in the general repair and maintenance of the building and the cleaning of common parts.**
23. Adequate facilities must be provided for the storage and disposal of refuse. Refuse bins and wheel-bins used at terraced and tenemental property, must be clearly numbered. **Refuse and refuse bins must be placed at the kerbside on the morning of the collection and at the earliest on the evening before collection. Refuse must not be stored in the common close or stairwell of tenemental property and refuse bins should be removed from the kerbside as soon as practical after refuse collection.**
24. **A BT installed telephone line connected to the Local Exchange,** to which the residents have access, must be installed in a communal area within the premises by the landlord.

If approved by Committee, the standard Licensing Conditions list will be re-numbered accordingly,.