

HOUSES IN MULTIPLE OCCUPATION – LICENSING CONDITIONS

1. The licensed premises shall comply with Dundee City Council's "Standards for Shared Accommodation" as amended.
2. If there is a material change of circumstance affecting the Licensee or the operation of the HMO, the Licensee 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.
3. The granting of a licence requires that notice in writing be given to every occupier of premises in the same building and the occupiers of adjoining premises which share a common boundary with the land upon which the licensed premises are situated, advising them of the name of the Licensee or managing agent, a contact address, daytime telephone number and emergency telephone contact number. For the purposes of this condition, "common boundary" means any land or buildings which share a boundary with the land on which the licensed premises are situated or are on the opposite side from the licensed premises of any road, pathway or common area less than 20 metres in width. Where the licensed premises are in a sub-divided building, notification requires to be made to all other parts of that building, in addition to any land or buildings falling within the terms of the preceding sentence. Where any such adjoining buildings are themselves part of a sub-divided building, all parts of that building require to be notified. Notification will be issued by the Private Sector Services Unit, to all relevant occupiers, once a licence has been granted.
4. Where appropriate, the Licensee shall comply with the Food Safety Act 1990, and any regulations thereunder. The Food Hygiene Regulations, The Health and Safety at Work Act 1974, and any regulations thereunder and The Furniture and Furnishings (Fire) Safety Regulations 1988.
5. All licensed premises shall comply with the requirements of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 and will be provided with:
 - i Adequate means of escape in case of fire.
 - ii Adequate means of ensuring that the means of escape can be safely and effectively used at all times.
 - iii Adequate and suitable fire-fighting equipment.
 - iv An adequate fire alarm system.
 - v An adequate number of smoke detectors.
 - vi An adequate number of Notices detailing procedures in the event of fire.

Further information can be obtained from Tayside Fire and Rescue's website at: www.taysidefire.gov.uk from the Scottish government website: www.scotland.gov.uk and www.firelawscotland.org

6. The equipment required to comply with these conditions shall be adequately maintained at all times, and it shall be the responsibility of the Licensee to ensure sufficient instructions are given to the residents of the licensed premises regarding the procedures to be followed in the event of a fire.
7. To ensure an adequate electricity supply is maintained to the installed Fire Detection system, where credit card meters are in use, the Licensee will be responsible for ensuring that the meters remain in credit when the premises are unoccupied for any period exceeding 48 consecutive hours.
8. The number of persons residing in the premises shall not exceed the maximum number stated on the licence. The use and occupancy levels of each room shall not be changed without the approval of Dundee City Council. Any change may be subject to a variation fee.
9. The Licensee shall allow access to the premises at any reasonable time to the following officials for licensing purposes:
 - i Any officer of Dundee City Council.
 - ii Any officer of the Scottish Fire & Rescue Service (Tayside Fire and Rescue).
 - iii Any officer of the Police Service of Scotland (Tayside Police).
10. The Licensee shall comply with all relevant legislation affecting private sector residential tenancies.
11. Written occupancy agreements must be provided, and must meet with the approval of Dundee City Council. Once approved, the occupancy agreement must not be altered unless the Licensee obtains further approval from the City Council.
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.
13. Actions to secure repossession must only be by lawful means.
14. The Licensee shall be responsible for ensuring that all electrical installations are in accordance with the current IEE Wiring Regulations, and gas installations comply with the Gas Safety (Installation and Use) Regulations 1998.

Gas and electrical appliances provided by the Licensee must be maintained in a safe and satisfactory condition. Continuity of certification must be maintained. Tenants' appliances should be in good repair, used for the intended purpose, and suitable for the intended purpose.
15. Liquefied Petroleum Gas (LPG) shall not be used or stored on the premises.
16. The Licensee shall comply with the current regulations regarding maximum re-sale prices of gas and electricity supplied, as appropriate.
17. The Licensee should ensure that let rooms are fitted with a lever latch and secured with a suitable lock and thumb turn mechanism.

18. 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 must co-operate and participate in the general repair and maintenance of the building and the cleaning of common parts. Where the tenants fail to participate in the cleaning and maintenance of common areas or environmental areas, the landlord will be expected to carry out the work.
19. Adequate and suitable facilities must be provided for the storage and disposal of refuse. Where bins are provided to terraced and tenemental property they must be clearly identified by flat or property address. The landlord must ensure that the tenants utilise the bins provided and ensure that refuse or bins are placed out on collection day and that bins are returned to the bin storage area following collection (where applicable).
20. The Licensee will ensure that residents' mail is made available to residents on a daily basis.
21. The Licensee shall maintain comprehensive Building Insurance and Property Owner's Liability Insurance in accordance with the approved Standards. These shall be displayed in the Tenants Information Folder where they can be conveniently read by residents.
22. **The Licensee shall display the licence and these conditions in the Tenant Information Folder within the premises where it can be conveniently read by residents.**
23. The licensed premises shall be managed in accordance with the terms of the Dundee City Council Management Standards for Houses in Multiple Occupation. The Licensee or his appointed agent shall ensure that a copy of the "Tenant Information Folder" containing the prescribed information is available within the premises in an easily-accessible location at all times when there are persons in residence. The information shall be in the form submitted to, and approved by, the Private Sector Services Unit as part of the application process. Certification, (i.e. gas safety certificate), contained in the Folder must be current.

Amendments List:

Para 9, reference to the Scottish Fire & Rescue Service and the Police Service of Scotland replacing Tayside Fire & Rescue and Tayside Police.

Para 3, neighbour notifications now being issued by PSSU – Oct 15