

APPENDIX A

HOUSING (SCOTLAND) ACT 2006

DOCUMENTATION AND CONDITIONS IN RELATION TO LICENCE APPLICATIONS (APPENDIX A)

Fee rates effective from 1 April 2019

- 3 - 5 Occupants £452.00
- · 6-10 Occupants £729.00
- · 11-20 Occupants £1,114.00
- · 21-30 Occupants £1,340.00
- · 31-40 Occupants £1,556.00
- · 41-50 Occupants £1,782.00
- · 51-75 Occupants £2,333.00
- · 76-100 Occupants £2,891.00
- · 101-200 Occupants £4,000.00
- · 201+ Occupants £5,109.00

Additional Inspections after the first inspection for each license application £53.00 per officer.

License Variations:

- Change of Ownership Prior to Grant of License £160.00*
- Change to Day to Day Manager or Agent £160.00
- Change of Occupancy £160.00
- Change of Physical Layout of the Property £160.00

* Where a change of ownership occurs after the grant of a license, then a brand new application in the names of the new owners is required, along with payment of the full application fees.

Duplicate Licenses will be issued upon payment of £26.00

Fees will be altered in line with the Retail Prices Index on the first day of April each year.

Licenses generally last for 3 years but the License period can be shortened if deemed necessary.

A refund of 20% is granted to unsuccessful applicants for Licenses.

Documentation for applications

The following should be submitted to the local authority in relation to an application for a licence.

1. Application form duly completed by the owner of the property.
2. Payment for the licence fee as set out above. You can pay online at www.eastlothian.gov.uk (Pay for It), at East Lothian Council Offices (Dunbar, Haddington, North Berwick, Tranent, Prestonpans, Musselburgh), by credit or debit card or by cheque. Cash payments can be made at the offices in Haddington and Musselburgh (Brunton Hall).

If you have any questions about completing your application, please contact hmo@eastlothian.gov.uk or call 01620 828763.

3. Four copies of plans of the property to a scale of 1-50. The plans to indicate the layout and sections through the property and should have windows (including size and opening areas) marked on it and also kitchen and bathroom facilities. In addition any gas, electrical or open fires should be marked on the plans also radiators, extractor fans and electrical power points. Bedrooms should be numbered and marked indicating the maximum number of occupants and should also indicate the location of the bed, wardrobe and chest of drawers.
4. Safety Certificates

Certificates will be required from qualified/authorised persons in relation to gas, electrical and solid fuel appliance safety. Any solid fuel chimneys/flues will require an annual certificate indicating that the system is working properly. For gas installations an annual certificate from a Gas Safe Register accredited person indicating that they are functioning properly and ventilation is adequate. In relation to electrical equipment, an annual certificate should be provided indicating that they are functioning properly and are safe. NB – free standing cylinder gas heaters (LPG heaters) are not permitted in houses in multiple occupation.

5. Fire Risk Assessment Report

This report should cover both the risk of fire occurring and the risk to people in the event of fire. This would apply to everyone using the HMO and should take adequate account of any disabled people with special needs. The report would cover the management's fire safety practices including maintenance of equipment, checking of soft furniture and the

formulation of an emergency plan for residents and employees.

6. Copies of current comprehensive building insurance policy showing that the property is covered for use as an HMO.
7. Confirmation that all furnishings provided by the landlord are fit for the purpose and comply with current fire safety regulations and other relevant legislation and regulations.
8. Tenancy Management

Copies of the landlords' rent books, occupancy records, leases and tenancy/occupancy agreements.

9. You are required, unless your HMO is being used as a Womens' Refuge, to display the enclosed Notice suitably completed at a location close to your property and where the public can easily read it for a period of 21 days. At the end of the period of 21 days you are required to return the enclosed Certificate of Compliance to this office.

On receipt of the application form the Council is obliged to check with the Police to ensure that the owner of the property is considered to be a "fit person" to run a house in multiple occupation. We will also be checking to see whether the property has or requires to have planning permission for it to operate as a house in multiple occupation.

The new licensing provisions require the property to be inspected to ensure that it is up to the required standard and to this end staff from the Council will make arrangements with the applicant to inspect the premises for basic standards eg heating, lighting, ventilation, sanitary accommodation etc.

Also the Council's Building Control section together with a representative from Scottish Fire and Rescue will be visiting the property to ensure that the fire precautions/fire fighting/fire escape provisions are satisfactory.

It may also be necessary for Council staff to interview some of the occupiers of the property to ensure that the tenancy management standards are in order.