GLASGOW CITY COUNCIL

**GUIDANCE NOTES FOR APPLICATIONS FOR A**

**LICENCE FOR A HOUSE IN MULTIPLE OCCUPATION**

Before lodging your application for a licence for a House in Multiple Occupation (HMO) please ensure that you have read the following guidance notes.

1. You should note that a licence for a House in Multiple Occupation will be required for living accommodation where there are 3 or more persons living together who are not all members of either the same family or of one or other of 2 families and who share one or more basic amenities such as a toilet, personal washing facilities or facilities for the preparation or provision of cooked food. An application for a Licence may only be made by the owner of the living accommodation. Where a licensed House in Multiple Occupation has been purchased, it may remain licensed pending the determination of an application if an application has been made within one month of the date on which ownership of the property being transferred and the new owner is registered as a landlord.

2. Applications for a new Licence for a House in Multiple Occupation must be accompanied by four sets of plans of the premises to a scale of 1:50 showing:-

 (a) Section of the building showing heights to each floor from ground level; and

 (b) Floor plans providing the following information:-

 (i) the layout and use of all rooms with details of all cooking/sanitary/washing facilities provided therein;

 (ii) the location of heat/smoke alarms or a smoke/heat detection system; and

 (iii) the location of half hour self closing fire doors.

 NB: Plans are not required for applications in respect of existing Licences as no changes should have been made to the living accommodation unless a variation application has been approved by the Council.

3. Where the applicant is an individual, the whole of question 1 must be completed, and question 2 should be ignored.

4. Where the applicant is a body (e.g. company or partnership), the whole of question 2 must be completed and question 1 should be ignored.

1. Where the agent authorised to act on behalf of the applicant in relation to the occupation of the living accommodation is an individual, question 4 must be completed and question 5 should be ignored.
2. Where the agent authorised to act on behalf of the applicant in relation to the occupation of the living accommodation is a body (e.g. company or partnership), question 5 must be completed and question 4 should be ignored.
3. Where alterations are required to the layout of the living accommodation, it may be necessary to apply for a Building Warrant.
4. The [Statutory Public Notice (A4 size)](https://www.glasgow.gov.uk/CHttpHandler.ashx?id=10269&p=0) must be completed and displayed on or near the living accommodation where it can be easily read by the passing public in the street for a period of 21 days starting on the day the application is lodged at the Licensing Section.

NB: This does not apply to applications in relation to an application for an HMO Licence in respect of living accommodation where notice of the application would jeopardise the safety or welfare of any persons or the security of the living accommodation as defined in terms of Paragraph 3(1)(b) of Schedule 4 to the Housing (Scotland) Act 2006.

1. The [Certificate of Compliance](https://www.glasgow.gov.uk/CHttpHandler.ashx?id=1408&p=0) must be completed and returned LicensingEnquiries@glasgow.gov.uk only after the 21 day notice period is over.

10 Whilst processing the application, the Licensing Section will consult with the following:-

* HMO Unit, Development and Regeneration Services
* Police Scotland
* Scottish Fire & Rescue
* local Councillors
* local Community Council
1. The lodging fees for applications, which are non-refundable and must be paid when the application is lodged, are located [here](https://www.glasgow.gov.uk/CHttpHandler.ashx?id=8747&p=0).

12. A copy of a written tenancy management agreement, current electrical installation and gas safety certificates in relation to the living accommodation will be required during the processing of the application. If the application is in respect of an existing Licence, the electrical installation and gas safety certificates for the previous 3 years will also be required.

13. You should clarify the planning status of the living accommodation i.e. that the appropriate planning consent or certificate of lawful use is in place or that the living accommodation does not require such consent to operate as a House in Multiple Occupation.

14. If you wish clarification on the Council Standards for Houses in Multiple Occupation contact the HMO Unit, Development and Regeneration Services on the following numbers: 0141 287 6533, 0141 287 6535, 0141 287 3690 or 0141 287 0405.

15. If you wish clarification on fire safety matters contact your local Strathclyde Fire and Rescue fire station.