

II

HOUSES IN MULTIPLE OCCUPATION - MANAGEMENT STANDARDS

There was submitted Agenda Note AN99-2009 reporting that there have been a number of applications for HMO Licences where concerns have been raised about the arrangements for management of the premises, particularly where the applicants intended to manage the premises themselves with no involvement from professional management companies.

In order to assist applicants in this regard and also to seek to ensure that premises were managed to the standards sought by the Committee, it was recommended that formal management standards be adopted by the Committee as appended to the note and that these be included in the assessment process for each application received after the date of this meeting. Assuming all of the issues contained in the standards were satisfied by the applicants for licences, this would be confirmed to the Committee by the Private Sector Services Unit (PSSU) when the application was before it for consideration. Any issues remaining outstanding at that point would be the subject of enquiry of the applicants by the Committee. This would both enable applicants to know in advance of the standards the Committee expected and also cut down on the amount of enquiry needed at meetings.

The Committee agreed: -

- (i) to the adoption of formal management standards as attached to this minute as Appendix II; and
- (ii) that the Standard Conditions of HMO Licences be amended to incorporate changes to reflect the requirements of the standards, as follows:-
 - (a) Standard Condition 3 (notice to neighbouring occupiers) be amended by deleting the reference to notifying occupiers of premises in the same building and of adjoining premises with a common wall and substituting therefor a requirement to notify all occupiers of properties sharing a common boundary with the application premises;
 - (b) A new Standard Condition 31 be added to the effect that the premises shall be managed by the applicant or appointed agent in accordance with the approved Dundee City Council HMO Management Standards and that this shall include the requirement to provide the tenants with a "Tenant Information Schedule" containing the prescribed information;
- (iii) that these amendments to the conditions apply to all licences granted after 20th April, 2009 and that they be attached to existing licences upon renewal; and
- (iv) that the management standards be applied to all applications received after 28th May, 2009.