

HMO Factsheet

Private Landlord Support Project - Dundee

Do you wish to rent your property to 3 or more unrelated persons? If YES this would be a **House in Multiple Occupation**. All landlords and property require to be registered under the Antisocial Behaviour etc. (Scotland) Act 2004 prior to letting a property (please note there are some exceptions to this). Until an HMO Licence is granted a property cannot be occupied by more than 2 people from more than 2 families. Our Private Landlord Checklist provides more information on general landlord requirements. This factsheet will give a brief overview of some of the requirements of HMO licensing, however before lodging an application for a licence ensure that you have read the [Guidance Notes and Standards for Shared Accommodation](#).

The council operate an overprovision policy and you should check if there is an overprovision of HMOs in the area containing your property (concentration of HMOs in any one particular COA - Census Output Area - in excess of 12.5% of qualifying residential properties in that COA). Please be aware the Licensing Committee **may refuse a licence** if that is the case. Provision Reports are available from Private Sector Services.

You must display the 'Public Notice' at the time of application for either initial applications or validations and the Certificate of Compliance must be completed and returned within 28 days.

All fire doors should be self-closing and have 30 minutes fire resistance; watertype extinguishers should be provided on each floor, and a fire blanket in the kitchen.

There are specific requirements regarding lighting and ventilation - e.g. any HMO with 2 or more storeys and more than 6 people, the escape routes within the HMO should be provided with adequate emergency lighting.

As well as building insurance you must also have adequate public liability insurance.

The landlord must complete a Management Standards Document.

You must complete the [Application Form](#), and submit the other necessary information as per [Section 3](#) along with the correct fee.

The initial and validation fee for occupancy banding is in 2 parts. Depending on the occupancy level, the basic charge **starts** at £1,000 although this is subject to change on an annual basis.

Fire safety is of paramount importance – check sections [28-30](#) for full details of requirements.

Fire Precautions Log Book, recording the weekly testing, inspections and maintenance of alarm systems, emergency lighting and portable fire fighting equipment should be maintained and be readily available on the premises for inspection.

Hard wired or Lithium battery powered CO (carbon monoxide) detectors must be fitted where necessary.

Each bedroom and living room must have a fixed controllable space heating appliance or be served by a central heating system. A central heating system must be capable of being controlled from a communal area, as detailed in section [22](#).

Properties which have more than 6 residents may require a Building Warrant for a change of use. A Building Warrant may be required where a fire detection and alarm system is being installed or where additional electrical sockets are being installed.

If your building is Listed, the works you are carrying out may require Listed Building Consent.

There are specific minimum requirements relating to kitchen and bathroom provisions, usually on a ratio of 1 to 5, as per sections 20 / 21.

Kitchen food storage and worktop space must also be of a minimum size and the kitchen must contain all necessary amenities.

Every room used as a bedroom should be capable of accommodating a bed, a wardrobe and a chest of drawers together with their associated activity spaces.

All minimum room sizes and activity spaces are indicated in the [Guidance Notes and Standards for Shared Accommodation](#).

There are specific requirements relating to door locks throughout the property.

The PAT/ EICR / Gas / Insurance and Public Liability certificates must all be continuous— validation applications require historic paperwork for the life of the Licence.

Landlords who continue to operate HMOs without a licence are committing an offence and render themselves liable to prosecution and a fine of up to £50,000!

Landlords and owners must ensure that, where necessary, the relevant Planning Permission has been obtained. In all cases, a planning application is required for flats with occupancy of 4 or more unrelated people, and houses where there are more than 5 unrelated persons in occupation.

An HMO licence is issued for a period of up to 3 years. All licences expire on 30 September of the appropriate year except where a short licence has been granted.

Licences cannot be transferred, new owners must make a new application for a licence.

The premises must be kept up to standard, clean and well maintained.

You must fulfil your common property responsibilities.

It is the landlord's responsibility to ensure the information in the Tenant Information Folder, which will be provided by PSSU following grant of licence, remains up to date.

Annual certification that installed gas systems are functioning properly must be carried out by a Gas Safe approved engineer and must be continuous.

An Electrical Installation Condition Report certificate and current Portable Appliance Test (PAT) Certificate must be provided. (EICR checked 5 yearly, PAT annually).

Please remember, this is just a brief snapshot of the requirements of running a HMO property in DUNDEE. Full guidance and standard requirements are outlined within the [Guidance Notes and Standards for Shared Accommodation](#)

For further information contact the HMO freephone number 0800 085 3638
<https://www.dundee.gov.uk/housing/multipleoccupation/>