

## **Houses in Multiple Occupation**

### **Standard Conditions**

- 1 A certificate from a registered CORGI engineer or Gas Safe engineer shall be submitted annually confirming that the gas system installed in the building has been examined and is satisfactory.
- 2 (a) A test certificate shall be provided from a suitably qualified electrical contractor confirming that the electrical system and any appliances provided are functioning properly and are in a safe condition.  
(b) Such inspection shall be carried out at least every 3 years.
- 3 (a) Suitable arrangements shall be made to ensure that the Fire Alarm System is tested as specified in the Logbook supplied by the enforcing authority.  
(b) Results of such tests shall be recorded in the Logbook maintained for this purpose.
- 4 (a) All fire fighting equipment shall be tested and maintained in accordance with BS5306 part 3: 2000.  
(b) The date and results of such tests shall be clearly indicated on each extinguisher, or on attached tabs or labels.
- 5 (a) Throughout the period of the licence all furniture and furnishings shall be maintained and comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989 & 1993).
- 6 (a) Tenants shall be given clear advice on action to be taken in the event of an emergency.  
(b) This shall include verbal and written instructions on fire procedures with details indicating the location of the nearest telephone.
- 7 The licensee shall be responsible for the day to day running of the premises and shall use all available means to ensure that no disturbance arises within or from the premises.
- 8 Adequate up to date records shall be maintained in respect of all tenants.  
(a) The licensee must comply with the requirements of the Race Relations Act 1976  
(b) The licensee must comply with the requirements of the Human Rights Act 1998.
- 9 The number of persons residing in the premises at any one time shall not exceed the maximum number stated on the licence.

- 10 (a) Occupancy numbers in each bedroom shall not exceed the space standards specified in the Scottish Government's Statutory Guidance for Scottish Local Authorities on the Licensing of Houses in Multiple Occupation.  
(b) Any change in the layout of the bedrooms should be verified with the Licensing Unit, Council Headquarters, London Road, Kilmarnock, KA3 7BU.
- 11 A copy of the licence shall be displayed in a prominent place within the licensed premises, such that the conditions of the licence are open to inspection.
- 12 Any changes in the management or operation of the premises shall be notified in writing to the licensing authority.
- 13 The licensee shall allow free access to the premises for the following officials in pursuance of licensing purposes:
  - (a) Any relevant officer from East Ayrshire Council.
  - (b) Any relevant officer from Scottish Fire and Rescue Service.
  - (c) Any relevant officer from Police Scotland.
- 14 The property shall be maintained in good repair.
- 15 Household waste shall be presented for uplift in the manner specified by East Ayrshire Council. Waste shall not be allowed to build up in the house and garden.