

# ORKNEY ISLANDS COUNCIL

## LICENSING OF HOUSES IN MULTIPLE OCCUPATION

### LIST OF INFORMATION TO BE SUBMITTED WITH THE APPLICATION FORM

#### 1. PLANS

An application for licence in respect of an HMO should be accompanied by 5 copies of plans of the premises. These plans should include a floor plan of each floor to a scale of 1: 50 with elevations to a scale of 1:100 and should include a section through the building (including stairs) where the building is more than one storey. The plans should include all appropriate structural detail required to assess the suitability of the building. A site plan (including boundaries) to a scale of 1:500 should also be provided.

##### **Floor Plan**

The floor plan and accompanying documentation should show details, where appropriate, of the following:

- All apartments including bedrooms, living rooms and circulation areas
- Fire Exits including stairs
- Fire-fighting points, fire doors, emergency escape windows, and equipment provided
- Emergency lighting, fire detection and alarm systems
- Sanitary accommodation including position of WC's, showers, baths & whb's
- Kitchens & kitchen arrangements including detail of sinks, drainers, cookers, worktops, fridges and other food storage.
- Heating arrangements including detail of flues and fuel storage.
- Lighting (including light switches) and socket outlet points
- Provision of ventilation
- Clothes drying facilities
- Fixed telephone point

##### **Site Plan**

The site plan should give details of the following:

- Refuse storage arrangements
- Position of any septic tanks, soakaways or sewage disposal facility.
- External lighting points
- Source or site of any private water supply and water storage arrangements
- Site of any external LPG or oil storage areas

#### 2. TENANCY/OCCUPANCY MANAGEMENT AGREEMENTS

A copy of the tenancy/occupancy management agreement which is used or proposed to be used in relation to the operation of the HMO.

### **3 EVIDENCE OF OWNERSHIP**

Provide evidence of ownership of the premises with your application.

### **4. OTHER REQUIREMENTS**

#### **Electrical Certificate**

An application for licence should be accompanied by an electrical certificate in the form prescribed in Appendix 6 of BS 7671. The certificate will require to be signed by a qualified person who is

- A professionally qualified electrical engineer
- A member of the Electrical Contractors Association
- A member of the Electrical Contractors Association of Scotland
- A certificate holder of the National Inspection Council for Electrical Installation Contracting

Any electrical certificate shall address the safety of both the electrical installation and electrical equipment provided by the applicant for use in the HMO.

#### **Certification for lifts, pressure vessels or other mechanical equipment**

An application should also be accompanied by a copy of certification by a competent person regarding the safety of any pressure vessels, lifts or other mechanical equipment used on the premises.

#### **Certification regarding Gas Installations**

If there is a gas installation on the premises the applicant will require to provide certification of inspection by a Gas Safe registered person qualified to inspect the equipment certified. Such certification will require to indicate that the installation and equipment complies with statutory gas safety requirements.

#### **Certification regarding oil-fired installations**

If there is an oil-fired central heating installation in the premises the applicant will require to supply a certificate from a competent person indicating that the installation complies with the relevant British Standard including any provision for combustion air.

#### **Certification re Solid Fuel appliances**

Certification that flues serving solid-fuel appliances have been cleaned annually and that ventilation is satisfactory for combustion purposes.

#### **Copy of Landlords Fire Risk Assessment**

A copy of a fire risk assessment carried out in respect of the premises.

#### **Fire Certificate or Firemaster's letter of compliance**

A valid Fire Certificate or a letter from the Firemaster confirming that the premises and arrangements meet with his requirements.

**Certification of Fire Alarm and Automatic Detection Systems**

Certification from a suitably qualified person that any fire alarm or automatic detection system is suitable, having regard to the Firemaster's requirements, and is functioning properly.

**Building Warrant or Planning Permission**

Where applicable a copy of any existing Building Warrant, Completion Certificate or Change of Use regarding the premises, or details of any application submitted for same but not yet approved by the Council and a copy of any existing Planning Permission or Certificate of Lawful Use in respect of the premises, or details of any application submitted for same but not yet approved by the Council.