



# Private Landlord Registration - Landlord Guide Houses of Multiple Occupancy (HMO)

## What is a House of Multiple Occupation?

A HMO is a house or flat occupied by 3 or more unrelated persons who share one or more basic amenity with each other i.e a toilet, personal washing facilities and a facility for the preparation or provision of cooked food. The term can apply to hostels, shared flats, bedsits, student halls of residence and supported accommodation.

## How do I apply?

You must complete an application form and submit it to the HMO Licensing team, Fife Council, 3<sup>rd</sup> Floor Rothesay House, Rothesay Place, Glenrothes, KY7 5PQ. In addition to the application form and schedules the following essential documentation must also be included when submitting a HMO application:

- Gas Safety Certificate (completed within the last 12 months)
- Electrical Installation Condition Report (completed within the last 3 years)
- Portable Appliance Test (completed within the last 12 months)
- Certificate of Service for Portable Fire Extinguishers (Completed within the last 12 months)
- Certificate of Service for Fire Warning & Automatic Detection Systems (Completed within the last 12 months)
- Fire Risk Assessment (completed or reviewed within the last 12 months)
- Tenancy/Occupancy Agreement
- Energy Performance Certificate

All Certificates must remain in date during the licensing process and remain so for the duration of the license.

Annual property insurance (this must include confirmation of property address being insured, expiry date of policy and proof of public liability insurance up to a minimum cover of £2million)

2 sets of Plans to a scale of 1:50 or 1:100 (**for new applications only**). Further advice outlining the information required within the plans can be found in table 1, page 8 of the HMO Guidance (Schedule 8)

Application packs can be requested by contacting the HMO Licensing team at [hmo.licensing@fife.gov.uk](mailto:hmo.licensing@fife.gov.uk) or calling 01592 583162.

Fife Council offer a free pre-application consultation appointment service. On the applicant's request a member of the HMO Licensing team will provide one to one assistance in relation to the successful completion of the HMO Application. An appointment can be made by contacting the HMO Licensing team at the email address or phone number above.

### **How much does a HMO Licence cost?**

The fee for a new HMO Licence is currently £1300 and the fee for a renewal HMO Licence is currently £500. Please note all fees are non-refundable in the event of a HMO Licence application being refused. We can accept payments via cheque, BACS or over the telephone. It is important when applying you advise us of your preferred payment method.

### **How long does it take to grant my licence and how long does it last?**

We have 12 months from the date of application to make a decision on the licence. Typically, applicants can expect the process to take between 4 and 6 months. The HMO licence lasts for a period of 3 years once granted.

### **What if someone makes an objection to my HMO application?**

If we receive an objection from a member of the public or one of our partners (Police Scotland, Scottish Fire and Rescue Service etc) the HMO application will be heard at the next available Regulation and Licensing Committee. The applicant will receive a copy of the objection(s) and be advised of their right to respond to the points raised in the objection. They will also be invited to attend the next hearing of the committee where they will be given the opportunity to speak in support of their application. The objector(s) will also be invited to the committee hearing where they will be given the opportunity to speak in support of their objection. The committee will decide on the day whether to uphold the objections or move the application to the next stage of the application process.

### **Who should apply?**

Any registered landlord who wishes to rent out their property to 3 or more unrelated people, by law, are required to obtain a HMO Licence. It is a criminal offence to operate a HMO without a licence and the maximum penalty for doing so is currently £50,000.

**Please note** that our HMO Policy and Procedures are under review and may be subject to change in the near future. All changes will be publicised on Fife Direct and through a communications and consultation plan that will be put in place. Should you wish any further information about the review please check back for up-dates.

**HMO Licensing Department**

**Tel:** 01592 583162 [Contact HMO Licensing Department online](#)

**By Post:** Rothesay House Rothesay Place Glenrothes Fife KY7 5PQ