

Licence applied for	
Reference	
Property Address	
Number of occupiers applied for	
Number of bedrooms applied for	
Contact Details	
Contact email	
Scheduled Date and Time of inspection	
Date of application	
Time started on site	
Time finished on site	
Lead Officer (Licensing)	
Public Safety Officer attending	
Fire Officer attending	



Record of House of Multiple Occupation Inspection

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Property Characteristics							
Type of Property		Floor level	0	Number of hobs	0	Baths	0
Number of levels	0	Num. of bedrooms	0	Hob Fuel		Showers	0
Num. of occupiers	0	Sprinkler Installed	No	Number of ovens	0	Toilets	0
Type of AFD				Kitchen Sinks	0	Wash hand basin	0
HMO at time of inspection							

Summary of Inspection			
Inspection Type		Recommend length of licence	
Inspection Outcome		Standard	
Timescales for action			
Notes			

Declaration			
Inspection and assessment by:		On behalf of the applicant	
Signature		Signature	
Name		Name	
Date		Role	

Room Numbers

We number rooms in a clockwise direction around the hallway from the main entrance door. If there is a stair in the property the numbering will continue on the different level, following the clockwise direction, before returning to the original level.

For the avoidance of doubt, this numbering system will be used even if you have your own numbering system for the rooms.

Guidance Documents

Additional information and guidance on the requirements highlighted in this document can be found on line in these documents:

- [Licensing multiple occupied housing: statutory guidance for Scottish local authorities](#)
- [Fire safety guidance for existing premises with sleeping accommodation](#)
- [Building standards technical handbook 2019: domestic](#)

Alternative means of achieving the standards

Where there is a suggestion in the inspection report on how to remedy a defect to achieve the required standard this should not be considered prescriptive. Typically, it will be the most common method used to remedy that defect but there may be alternative solutions or additional measures that could be taken to achieve the standard.

You can discuss the report with the lead officer however you may wish to seek independent, professional advice on how to achieve compliance.



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Documents	Item	Outcome	Notes
1	Plans of the property that are representative of the layout and room use		
2	Landlord's record of gas safety inspection and/or installation certification		
3	Electrical installation condition report and/or electrical installation certificate		
4	Record of portable appliance testing and/or receipt/invoice for landlord supplied items		
5	Record of emergency lighting testing and/or installation certificate		
6	Record of fire appliance testing and/or receipt/invoice appliances		
7	Fire Alarm System test certificate for systems covered by BS 5839-1.		
8	Sprinkler System Inspection Certificate in accordance with BS9251		
9	Fire Safety Risk Assessment		
10	Installation and commissioning certificate for fire alarm system		



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Building Warrants	Building Warrant Number	Issue	Notes
1			
2			
3			
4			
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10			

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Bedrooms	Area 1		Area 2		Area 3		Total	Manual Total	Occupancy	Level	Notes
	Width	Length	Width	Length	Width	Length					
1							0			1	
2							0			1	
3							0			1	
4							0			1	
5							0			1	
6							0			1	
7							0			1	
8							0			1	
9							0			1	
10							0			1	
11							0			1	
12							0			1	
13							0			1	
14							0			1	
15							0			1	
16							0			1	
17							0			1	
18							0			1	

Kitchens	Location	Sinks	Dishwashers	Food Storage	Worktop	Grill	Oven	Hobs	Microwave	Fridges	Freezers	Notes
1	Kitchen 1	0	0	0		0	0	0	0	0	0	
2		0	0	0		0	0	0	0	0	0	
3		0	0	0		0	0	0	0	0	0	
4		0	0	0		0	0	0	0	0	0	
5		0	0	0		0	0	0	0	0	0	
6		0	0	0		0	0	0	0	0	0	
7		0	0	0		0	0	0	0	0	0	
8		0	0	0		0	0	0	0	0	0	
9		0	0	0		0	0	0	0	0	0	

Lounge	Area 1		Area 2		Area 2		Total	Manual Total	Use	Level	Notes
	Width	Length	Width	Length	Width	Length					
1							0			1	
2							0			1	
3							0			1	
4							0			1	
5							0			1	

Entrance	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	The lock must be of a thumb turn type or otherwise operable without a key from the inside in all circumstances		
10	If required by the layout, and/or height of the property, is the body of the door a certified fire door of medium duration (FD60S)?		
11	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
12	Has fanlight been upgraded to resist fire?		
13	Letter box fitted with intumescent letter plate system		
14	Any opening between the property and the common stair, other than the flat entrance door and fanlight, must not open and should provide 60 minutes fire resistance (integrity & insulation).		



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Hallway	Item	Outcome	Notes
1	Smoke detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening.		
2	Fire extinguisher is appropriate to size of the property and is correctly fixed		
3	Fire log book present and filled in		
4	Fire action notice is present and filled in		
5	The hallway is substantially free from combustibles and obstructions		
6	Boiler controls are in the hallway or other communal area		
7	Four additional sockets in the hallway or anywhere else in the property	0	
8	Carpet through hall unless over non residential property		
9	Is there sufficient borrowed light in the hallway		
10	Ceiling intact and internal linings should be no worse than class 1 for the surface spread of flame as set out in BS 476: part 7: 1997. If linings are timber or polystyrene evidence of treatment may be required.		

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Bedroom number

1

Bedroom 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	The lock must be of a thumb turn type or otherwise operable without a key from the inside in all circumstances		
10	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
11	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
12	Has fanlight been upgraded to resist fire?		
13	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
14	Sockets and switches and other accessories securely attached		
15	6 useable sockets in the bedroom	0	

Bedroom 1	Item	Outcome	Notes
16	Smoke detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening.		
17	Adequate room size for number of occupiers		
18	Fixed heating with individual controls (typically TVRs)		
19	Is any boiler in the room of the room sealed type		
20	At least one fixed light controllable by a point near the door		
21	Window can open easily and stay in place		
22	Window is good repair and wind and water tight		
23	Is the window lockable at 1st floor or lower		
24	CO detector present if gas appliance present or flue passes through room		
25	Carpet and underlay present unless over non residential property		
26	Ceiling is not covered in material that promotes spread of fire		

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Living Room number

1

Living Room 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing		
3	Gaps at top and side of door are 3 mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	The lock must be of a thumb turn type or otherwise operable without a key from the inside in all circumstances		
10	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
11	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
12	Has any fan lights been upgraded to resist fire?		
13	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
14	Sockets and switches and other accessories securely attached		
15	6 useable sockets	0	

Living Room 1	Item	Outcome	Notes
	16 Smoke detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening.		
	17 Adequate room size for number of occupiers		
	18 Fixed heating with individual controls (typically TVRs)		
	20 At least one fixed light controllable by a point near the door		
	21 Window can open easily and stay in place		
	22 Window is good repair and wind and water tight		
	23 Is the window lockable at 1st floor or lower		
	24 CO detector present if gas appliance present or flu passes through room		
	25 Carpet through unless over non residential property		
	26 Ceiling is not covered in material that promotes spread of fire		
	27 All openings in the walls of the living room, other than the principal door or external windows, must not open and should provide 30 minutes fire resistance (integrity & insulation).		

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Reference

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Kitchen number

1

Kitchen 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	The lock must be of a thumb turn type or otherwise operable without a key from the inside in all circumstances		
10	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
11	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
12	Has fanlight been upgraded to resist fire?		
13	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
14	Sockets and switches and other accessories securely attached		
15	Adequate provision of ovens with 1m of activity space in front of oven		
16	Suitable ventilation (which may be mechanical)		

Kitchen 1	Item	Outcome	Notes
17	Heat detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening		
18	Adequate provision of hobs with 300mm of worktop either side		
19	All controls on oven and hobs are clear and readable		
20	Sink seals are bonded to surfaces and water tight and substantially free from mould		
21	Adequate provision of worktop space (2m for 3 people plus 60cm for each person there after)		
22	Window can open easily and stay in place		
23	Window is good repair and wind and water tight		
24	Is the window lockable at 1st floor or lower		
25	CO detector present if gas appliance present or flue passes through room		
26	Cushioned vinyl flooring unless over non residential property		
27	Ceiling is not covered in material that promotes spread of fire		
28	Fire blanket is present and located by the door		
29	Suitable ventilation (which may be mechanical)		
30	Mains water or other potable water source		
31	All openable windows, were present, are openable while standing on floor		
32	6 useable sockets	0	
33	Adequate sinks and integral drainer for number occupiers (one sink with integral drainer for 5 people)		
34	Adequate storage and draw space (1 cubic meter for 5 people, and 0.2 for each people thereafter)		
35	Ceiling intact and internal linings should be no worse than class 1 for the surface spread of flame as set out in BS 476: part 7: 1997. If linings are timber or polystyrene evidence of treatment may be required.		
36	All openings in the walls of the kitchen, other than the principal door or external windows, must not open and should provide 30 minutes fire resistance (integrity & insulation).		

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Cupboard

1

Cupboard 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing (if over 3sq m in size) or lockable		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal (if required)		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
10	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
11	Has fanlight been upgraded to resist fire?		
12	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
13	Sockets and switches and other accessories securely attached		
14	Material stored in cupboard is a safe distance from lights		

Cupboard 1	Item	Outcome	Notes
	15 Smoke detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening (if required)		
	16 Ceiling is not covered in material that promotes spread of fire		
	17 Ceiling and walls provides 30 mins fire resistance including separation from the underside of any staircase unless masonry stairs are provided with no gaps.		

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Storage or utility room

1

Storage/ utility 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing (if over 3sq m in size) or lockable		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal (if required)		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
10	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
11	Has fanlight been upgraded to resist fire?		
12	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
13	Sockets and switches and other accessories securely attached		
14	Material stored in cupboard is a safe distance from lights		

Storage/ utility 1	Item	Outcome	Notes
15	Smoke detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening (if required)		
16	Ceiling is not covered in material that promotes spread of fire		
17	Room used correctly as storage or utility room and not provided as tv room or living room		

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Bathroom

1

Bathroom 1	Item	Outcome	Notes
1	Door is free from cracks, split panels, warping, has no openings and is otherwise sound		
2	Door closes and latches (unless of a certified non-latching design) when self-closing		
3	Gaps at top and side of door are 3mm or less		
4	Gap at bottom of door is not excessive		
5	Hinges are secured and all screws are in place		
6	Door handle securely attached and operates well		
7	Combined Intumescent and smoke seals installed in the door or frame with no breaks, damage, or overpainting that compromises the seal		
8	Door meets a rebated jamb or door stop (stop jamb) when closed that extends past the gap between the frame (jamb) and the door on both sides and top of the door		
9	The lock must be of a thumb turn type or otherwise operable without a key from the inside in all circumstances		
10	If required by the layout, and/or height of the property, is the body of the door a certified fire door of short duration (FD30S)?		
11	If the door does not require to be a certified fire door, are the panels at least 10mm thick or has the door been upgraded using a tested and a proven proprietary system?		
12	Has fanlight been upgraded to resist fire?		
13	Are sockets and switches and other accessories free from cracks, chips, and scorch markings?		
14	Sockets and switches and other accessories securely attached		
15	All sockets or switches of the correct type and in correct zones to protect from water ingress?		
16	Suitable ventilation (which may be mechanical)		

Bathroom	Item	Outcome	Notes
17	Heat detector interlinked and hardwired, sounds when tested, and if wall mounted between 150mm and 300mm below the ceiling and in all cases above the level of any door opening (if required)		
18	Seals are bonded to surfaces and water tight and substantial free from mould		
19	Window can open easily and stay in place (if used for ventilation)		
20	Window is good repair and wind and water tight		
21	Is the window lockable at 1st floor or lower		
22	CO detector present if gas appliance present or flue passes through room		
23	Cushioned vinyl unless over non residential property		
24	Ceiling is not covered in material that promotes spread of fire		
25	All windows, where present, are openable while standing on floor		
26	Walls and ceiling free from mould and condensation		
27	light light fitting should be IPX4 rated in zone 1 and 2		
14	Any opening between the property and the common stair, other than the flat entrance door and fanlight, must not open and should provide 60 minutes fire resistance (integrity & insulation).		



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Additional	Location(s)	Requirements
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