[redacted]
The Reception Centre, Pollock Halls Of Residence
18 Holyrood Park Road
Edinburgh
EH16 5AY

Date 18 August 2025

Our Ref 558064

Your Ref

Dear [redacted]

HOUSING (SCOTLAND) ACT 2006
APPLICATION FOR HOUSE IN MULTIPLE OCCUPATION LICENCE
PREMISES: **6 GORDON TERRACE, EDINBURGH, EH16 5QH**

I refer to the above and write to inform you that on **15 August 2025** the City of Edinburgh Council granted your application for a House in Multiple Occupation Licence until **17 April 2028**. The licence document is enclosed.

The grant is subject to the Council's standard conditions for this category of licence, and particular attention is drawn to condition number 12, which is the requirement to provide neighbours with notification of emergency contact details, etc. **A neighbour notification form is enclosed. You should pass a copy of the form to every neighbouring occupier in the same building as the licensed premises and any adjoining premises, within 28 days of the date of grant of licence and thereafter on an annual basis. The certificate at the foot of the notice should then be completed and returned to the Council's Licensing Service at the undernoted address.**

Please note that failure to comply with the Council's licensing conditions will result in a referral being made to the Licensing Sub-Committee for consideration under revocation procedures. The Council may also issue a Rectification of Breach Notice, under which it is an offence to permit the property to be occupied without reasonable excuse, while the Notice is in force. You should also note that breach of licensing conditions is a criminal offence.

Please note the expiry date of your licence, as it is the licence holder's responsibility to ensure that any new application is lodged before the expiry date of the current licence and reminder letters may not be sent. A new application lodged before the expiry of your current licence will act to keep your existing licence in force until the new application is determined. If your current licence expires before a new application is lodged then your property will become unlicensed until such time as a new application is granted.

[redacted], **Licensing Assistant, Directorate of Place**

Licensing Team, City Chambers, Business Centre G.3, 249 High Street, Edinburgh, EH1 1YJ
Tel: [redacted] Fax: [redacted] Email: [redacted]@edinburgh.gov.uk

In terms of Section 159 of the Housing (Scotland) Act 2006, you may appeal to the Sheriff against the terms of the conditions attached to the grant of licence. Any such appeal must be lodged with the Sheriff Clerk within 28 days from the date of grant. The Sheriff Clerk's address is 27 Chambers Street, Edinburgh EH1 1LB, email edinburgh@scotcourts.gov.uk . The appeal is by way of summary application, and if you require further information in connection with an appeal you should consult a solicitor or your local Citizens Advice Bureau.

Yours faithfully

Licensing Assistant

HOUSING (SCOTLAND) ACT 2006
LICENSING OF HOUSES IN MULTIPLE OCCUPATION

Please be advised that the premises comprising **6 Gordon Terrace, Edinburgh, EH16 5QH** have been licensed by the City of Edinburgh Council to operate as a House in Multiple Occupation for the period to **17 April 2028.**
The maximum number of occupants is to be **60.**

The Licence holder of the premises is: **The University of Edinburgh** Per [redacted] The Reception Centre, Pollock Halls Of Residence, 18 Holyrood Park Road, Edinburgh, EH16 5AY

In the event of an emergency please telephone 0131 667 1971.

Ref.No: **558064**

I / We _____confirm that on **the undernoted date** I / we gave notice to all occupiers of premises in the same building or occupiers of adjoining premises which share a common wall with the licensed premises **6 Gordon Terrace, Edinburgh, EH16 5QH** in terms of the conditions of the grant of my / our licence.

Signature
……
…

(Licence Holder / Agent)

Date ……..

Ref.No: **558064**

HOUSE IN MULTIPLE OCCUPATION LICENCE
HOUSING (SCOTLAND) ACT 2006

The City of Edinburgh Council hereby grant a House in Multiple Occupation Licence as detailed below to the person named for the premises specified all in terms of the Housing (Scotland) Act 2006. The Agent authorised to act for the licence holder in relation to the occupation of the premises (if any) shall be the person so specified. The Licence is granted subject to the General and Additional Conditions specified. The Licence shall be in force until the date specified subject to the provisions of Section 139 of the said Act.

Licence Holder	**The University of Edinburgh**
Premises	**6 Gordon Terrace, Edinburgh, EH16 5QH**
Agent	
Expiry Date	**17 April 2028**
Maximum Number of Residents	**60**

GENERAL CONDITIONS

Those detailed in the attached appendix 1

ADDITIONAL CONDITIONS

PROPER OFFICER

15 August 2025;
DATE

Ref.No: **558064**

APPENDIX 1

Housing (Scotland) Act 2006
Standard HMO Licensing Conditions – Adopted 6 February 2023

HMO1	The licence holder must take steps to ensure that the property, fittings and furniture, including fire precautions, plumbing, drainage, gas and electrical installations, are maintained throughout the period of the licence to the standard required. The HMO owner should have a system in place which provides for continuity of safety certification
HMO2	The licence holder must ensure that advice to occupiers on action to be taken in the event of an emergency is clearly and prominently displayed within the living accommodation.
HMO3	The licence holder must ensure that the physical standards for HMO living accommodation assessed as suitable by the local authority when approving the licence application are met at all times.
HMO4	The licence holder must ensure that the number of persons residing in the premises shall not exceed [*insert number*] when operating as an HMO.
HMO5	The licence holder must make the Licence, including any conditions, available to occupiers, or prospective occupiers, within the premises where it can be conveniently read by residents.
HMO6	The licence holder must ensure that actions to secure repossession must be only by lawful means.
HMO7	The licenceholder must provide each tenant with a clear statement, in a form they can understand and keep for reference, of what is expected of them and what they can expect from the licenceholder. The agreement must accurately describe the subject of let, the start and end dates of the agreement, rent to be paid, period of written notification of intention to enter the property (which shall not be less than 24 hours), and where the agreement is in the form of a lease and the licence holder intents to retain a key for the property, the agreement will specify how the tenant will grant explicit permission for the key to be used.
HMO8	The licenceholder must act lawfully and reasonably in requiring any advanced payments, handling rents, returning deposits, and making deductions from deposits.

HMO9	The licenceholder must comply with all relevant legislation affecting private sector residential tenancies, including participation in any communal repairs and maintenance, as per the Tenements (Scotland) Act 2004.
HMO10	The licenceholder must manage the property in such a way as to seek to prevent and deal effectively with any anti-social behaviour by tenants to anyone else in the HMO and in the locality of the HMO.
HMO11	An emergency contact telephone number for the licence holder and/or management shall be available and notified to the Council, on an annual basis, for 24-hour contact purposes for emergencies or antisocial behaviour from the property
HMO12	The licence holder shall give a neighbour notification to every occupier in the same building as the licence holder's premises, and any adjoining premises within 28 days of the licence holder's receipt of the licence document, and thereafter on an annual basis. This will advise of the name of the licence holder or managing agent, a contact address, daytime telephone number and an emergency contact number
HMO13	The use of the premises shall be as authorized from time to time by the City of Edinburgh Council in terms of the Building (Scotland) Act 2003.
HMO14	Adequate facilities must be provided for the storage and disposal of refuse, and recycling. The licenceholder shall make the tenants fully aware of their responsibilities.
HMO15	The licence holder must ensure that Liquefied Petroleum Gas (LPG) shall not be used or stored on the premises.
HMO16	The licence holder shall comply with the current regulations regarding maximum re-sale prices of gas and electricity supplied, as appropriate.
HMO17	Where the agreement between a tenant (or group of tenants) and the licence holder gives those tenants exclusive access to specified rooms in the premises, the licence holder should ensure those rooms are fitted with a lever latch and secured with a suitable lock and thumb turn mechanism or other appropriate locking mechanism.
HMO18	Any chimneys/flues that are in use must be maintained/cleaned annually or in accordance with the manufacturer's instructions, or, where the flue is covered by a Gas Safety Inspection, at a period determined by a Gas Safe registered engineer.