

Agenda item	<b>15.1</b>
Report no	<b>HLC/193/25</b>

## **THE HIGHLAND COUNCIL**

**Committee:** THE HIGHLAND LICENSING COMMITTEE

**Date:** 2 December 2025

**Report title:** Registered Private Landlord – Alan Grant

**Report by:** Principal Solicitor – Regulatory Services

### **1. Purpose/Executive summary**

#### **1.1 Summary**

This report relates to an application by a landlord for renewal of his registration in the register of private landlords for the Highland area. The Committee is invited to consider whether the applicant continues to be a fit and proper person to act as a landlord.

This application is subject to the landlord registration hearings procedure.

### **2. Recommendation**

**2.1** Members are asked to determine in accordance with the Council's landlord registration hearings procedure, whether Mr Grant continues to be a fit and proper person to act as a landlord and, if the Committee is satisfied that he is not, to authorise removal of the individual from the register.

### 3. Background

3.1 Landlord registration was introduced by the Antisocial Behaviour etc. (Scotland) Act 2004 (“the 2004 Act”). The legislation places a duty on each local authority to maintain the Scottish Government’s register of certain private landlords.

3.2 Mr Grant has been a registered landlord since 14 October 2008. He was previously registered as one of the three joint owners of the properties along with his two brothers. Since the deaths of his two brothers in 2020 and 2024, Mr Grant has been the sole owner of the properties.

In December 2018 Mr Grant failed to submit his application to renew his registration which expired on 14 December 2018 and despite multiple reminders, he did not apply to renew his registration until 23 November 2019.

Due to a delay in Mr Grant confirming information required to approve his application, it was not approved until 21 September 2022, and the registration expiry date became 21 September 2025. Mr Grant submitted his application to renew the registration on 4 September 2025, and it is this application that has been referred to the Committee for determination.

3.3 Scottish Government guidance promotes a light touch approach for landlord registration. The main aim of the regime is to help landlords reach the standards required by legislation for privately let properties.

On assessing whether an applicant for landlord registration is a fit and proper person to act as a landlord, the guidance dictates that:

“Without any negative information or legitimate concerns about an applicant, the application should be approved without further scrutiny. This is in the spirit of the legislation which has provided local authorities with registration as a means to identify and deal with the worst landlords, not to place every landlord under an initial presumption of unfitness or incompetence”.

3.4 As part of applying for registration, landlords must provide certain prescribed information. The prescribed information helps local authorities in their assessment of whether the applicant is a fit and proper person to let houses.

3.5 Previously a landlord had to self-declare by one declaration that they complied with all their legal obligations. Since 2019, new regulations were introduced that effectively expanded out the required obligations into a number of questions. This required all private landlords to self-declare and evidence (when requested) that their certifications are current and valid. The 2019 regulations did not place any new duties on a landlord but made sure they declared they are meeting their legal responsibilities.

A copy of the landlord registration application form is attached for reference as **Appendix 1**

## 4. Landlord Registration

4.1 Mr Grant is currently registered as being the landlord of eight properties:

- 1 Pitgrudy Farm Cottages, Dornoch IV25 3HY
- 2 Pitgrudy Farm Cottages, Dornoch IV25 3HY
- 3 Pitgrudy Farm Cottages, Dornoch IV25 3HY
- Cabin 1, Pitgrudy Farm, Dornoch IV25 3HY
- Cabin 2, Pitgrudy Farm, Dornoch IV25 3HY
- Open Plan Log Cabin, Dornoch IV25 3HY
- Moffat's House, Pitgrudy, Dornoch IV25 3HY
- Poets Corner, Dornoch IV25 3HY

4.2 Mr Grant applied for renewal of his registration of all eight properties on 4 September 2025

## 5. History of complaint

5.1 On 7 March 2020, an email was received from a tenant raising concerns about the rented properties at Pitgrudy. The complaint specified fire alarms not fitted in some of the properties, no electrical certificates, no EPC certificates, no CO<sup>2</sup> alarms, and the guttering on each property leaking and broken. The concerns were brought to Mr Grant's attention. He replied to confirm that he had spoken to his brother who was dealing with the letting properties and who had assured him that the requirements would be met.

5.2 Mr Grant did submit some certificates for some of the properties and was emailed on 22 April 2020 requesting that he confirm that each of the properties had all of the required certificates. Due to the pandemic lockdown in 2020, works on properties were paused for some months due to the restrictions on entering homes and social distancing, so additional time was allowed for the works to be carried out.

5.3 On 1 December 2021, a further complaint about the condition of the properties was received and again Mr Grant was reminded of his responsibilities as a landlord and asked to confirm once all the required works had now been done and certifications issued. He was also asked to confirm ownership as one of the three joint owners had died. The properties then became jointly owned between Mr Grant and his other brother.

5.4 On 17 March 2023 a further email was received from EH advising of another complaint being dealt with in respect of a different property which was served by a defective overflowing septic tank. Mr Grant was contacted and replied on 23 March 2023 to confirm that the issue with the septic tank had been dealt with the day before.

5.5 On 26 September 2024, EH submitted a copy of a Housing Condition Inspection Sheet for 3 Pitgrudy Farm Cottages (**Appendix 5**) (new tenants to those referred to in the original complaint) which was emailed to both Mr Alan Grant and his brother who were asked to provide copies of required certification for each of the properties listed on his registration. Mr Grant replied informing that his brother had died earlier that year and had been looking after the properties. He was now sole owner and becoming aware that a lot of work had to be done.

5.6 Mr Grant stated he thought all the relevant certificates and standards had been sorted by his brother. He advised that one property was vacant (Cabin 2) and another two were to be vacant very soon. Mr Grant stated he would not be reletting the houses until the required works were done. Mr Grant assured the Landlord Registration team that he was

taking the situation very seriously. Again, time was given to allow him to get the requirements done for each of the properties.

- 5.7** On 26 November 2024, EH emailed a copy of a letter issued to Mr Grant in respect of 3 Pitgrudy Farm Cottages, following up on a complaint made about the property. The letter listed three stages that were required to remedy the problems, and asking for evidence that each stage had been completed. It advised that the property would be further inspected at the end of the three stages to deem that all necessary steps had been made to make the property meet the current standards.
- 5.8** On 4 September 2025 Mr Grant submitted an online application to renew his registration. Within his application he confirmed “yes” to all applicable prescribed information questions.
- 5.9** On 7 October 2025 EH submitted a copy of a Housing Condition Inspection Sheet for Cabin 1, Pitgrudy Farm (**Appendix 8**) which was sent to Mr Grant with a list of declared rental properties and the answers given to the prescribed information questions. Mr Grant was asked to complete a prescribed information form for each of the listed properties, and to submit all of the required documentation for each property.
- 5.10** On 15 October 2025, a meeting was held between Licensing, EH and Housing taking part to discuss the condition of the rental properties and issues for the tenants living in them. Two of the properties, although declared on the application to renew the registration, are exempt from the requirement to register as one (Cabin 2) is long term empty and the other (Open Plan Cabin) has a close family member living in it. However, landlords can register properties that are exempt should they wish to if there is the possibility that they could be let during the term of the registration. However, if they do so the property must meet the required standards.
- 5.11** On 20 October 2025, EH submitted copies of Housing Condition Inspection Reports for 1 Pitgrudy Farm Cottages and 3 Pitgrudy Farm Cottages (new tenants from previous report on 26/09/2024) (**Appendices 3 and 6**).
- 5.12** On 22 October 2025 EH submitted copies of Housing Condition Inspection Reports for Moffats House, and 2 Pitgrudy Farm Cottages (**Appendices 4 and 7**).
- 5.13** On 27 October 2025 a letter was received from Mr Grant enclosing some of the documents requested. An email was sent to Mr Grant listing those that were still required. Mr Grant was also notified that, given the reports from EH and the documents still to be submitted, his application would be referred to the Highland Licensing Committee to be determined. A summary of the documents provided can be found at **Appendix 2**.
- 5.14** In addition, EH have undertaken further inspections of all the abovenamed properties of which Mr Grant is the registered landlord. Two of the properties, Cabin 2 and Open Plan Log Cabin, are exempt from requiring registration.
- 5.15** The reports for the other six properties are appended to this report (**Appendices 3-9**). In summary, the properties are in varying states of repair, but none of them can be demonstrated to meeting the “tolerable standard,” which is the minimum legal standard for a house to be considered fit for human habitation under the Housing (Scotland) Act 1987.
- 5.16** Members will note from **Appendix 5** that one of the properties, 3 Pitgrudy Farm Cottages, was assessed as not meeting the tolerable standard over 12 months ago and that Mr

Grant has still not been able to demonstrate that the appropriate work has been done to bring the property up to standard.

**5.17** Mr Grant has been advised on a number of occasions of the documentation that he is required to submit and provided copies of the appended reports and has to date not been able to demonstrate that the properties meet the required standard.

## **6. Legislation**

**6.1** In assessing whether an individual is a fit and proper person to act, or to continue to act, as a landlord, authorities must take into account the information prescribed in s.85 of the 2004 Act. In summary, this includes:

- Any material which shows that the person has
  - (a) committed any offence involving fraud, dishonesty, firearms, violence, or drugs
  - (b) committed a sexual offence (within the meaning of s.210A(10) of the Criminal Procedure (Scotland) Act 1995)
  - (c) practices unlawful discrimination in , or in connection with, the carrying on of any business, or
  - (d) contravened any provision of any Letting Code issued under s.92A, the law relating to housing or landlord and tenant law
- Any material relating to any action (or failure to act) in relation to antisocial behaviour affecting a house which the person lets or manages
- Any other material relevant to the question of whether the person is fit and proper to act as a landlord.

**6.2** If the authority is not, or is no longer, satisfied that an individual is a fit and proper person to act as a landlord, and the person cannot take appropriate action to change that assessment, then section 84 and section 89 of the 2004 Act require the authority:

- in the case of an application for registration, to refuse to enter the individual on the register, and
- in the case of an existing registration, to remove the individual from the register.

## **7. Relevant information to be considered**

**7.1** All of the documents appended to this report are relevant and may be taken into account, as well as any information submitted, or submissions made on behalf of Mr Grant.

## **8. Implications**

**8.1** If any owner is found not to be a fit and proper person and steps cannot be taken to address any relevant concerns, the application should be refused. Any properties owned by the owner should not be let and anyone unregistered landlord who does let their property is guilty of an offence under s93(1) of the 2004 Act.

Date: 12 November 2025

Author: Iain Meredith

- Appendix 1: Landlord registration application form
- Appendix 2: Spreadsheet of documents submitted by the applicant
- Appendix 3: Inspection report – 1 Pitgrudy Farm Cottages - 20 October 2025
- Appendix 4: Inspection report – 2 Pitgrudy Farm Cottages - 24 October 2025
- Appendix 5: Inspection report – 3 Pitgrudy Farm Cottages - 26 September 2024
- Appendix 6: Inspection report – 3 Pitgrudy Farm Cottages - 20 October 2025
- Appendix 7: Inspection report – Moffat's House, Pitgrudy Farm – 20 October 2025
- Appendix 8: Inspection report – Cabin 1, Pitgrudy Farm – 7 October 2025
- Appendix 9: Inspection report – Poet's Corner – 19 February 2025
- Appendix 10: Landlord Registration hearing procedure



## APPLICATION FOR LANDLORD REGISTRATION under the Antisocial Behaviour etc (Scotland) Act 2004

You can use this form to apply for a new registration or renew an existing registration as a **sole or lead owner**, a **joint owner** or a **non-commercial agent** with the Highland Council.

For more information or advice, please visit our website:

**[www.highland.gov.uk/landlord\\_registration](http://www.highland.gov.uk/landlord_registration)** or contact the Landlord Registration Team by  
email: [landlord.registration@highland.gov.uk](mailto:landlord.registration@highland.gov.uk) telephone: 01349 868525  
post: Council Offices, High Street, Dingwall, IV15 9QN

You can also apply online at **[www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk)**.

### Landlord Registration Fees

The Scottish Government has confirmed that Landlord Registration fees will increase on **1 April 2025** as detailed below:

	Fee Type		
	Principal (lead owner)	Each Property	Late Application (all owners)
<b>1 April 2025 – 31 March 2026</b>	<b>£82</b>	<b>£19</b>	<b>£164</b>
1 April 2024 – 31 March 2025	£80	£18	£160

The new fee amounts take effect from 9am on 1 April 2025. Please note Highland Council does not accept cash or cheque payments – see page 22 for payment methods.

**Landlords can register and renew registrations at the current fee level by submitting a valid application before 9am on 1 April 2025.**

You must register with each local authority in whose area you let or manage property.

If you own properties in more than one area, you can use the online application system to register in all authorities in one application. This will reduce the total fee you will have to pay. If you are already registered in one of the local authorities, you can use the online system to add other authorities and properties, using your current login details.

### Important Information

Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.

For office / Service Point use only		Privacy Policy included
Income code:	FEE PAID	£
<b>10-0-1023103-00000-42098</b>	RECEIPT NO.	
<b>(prev. 10-31103-000-KC4106)</b>	DATE RECEIVED	
	RECEIVED BY: (Service Point & Initials)	

**Anyone who gives false information on this form, or fails to give information required by this form, is committing an offence which could lead to prosecution.**

Information on the law and good practice in letting is available online at [www.mygov.scot/renting-your-property-out/](http://www.mygov.scot/renting-your-property-out/) or at [www.rentingscotland.org/landlords-guide](http://www.rentingscotland.org/landlords-guide) and other sources.

If in doubt about legal requirements you should consult a solicitor or professional letting agent.

A local authority may use information it holds about you to determine whether you are a 'fit and proper' person to act as a landlord, or to act for a landlord. In addition, local authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a 'fit and proper' person to act as a landlord, or to act for a landlord. They may also share relevant information with, and seek relevant information from, Police Scotland and, if appropriate, other relevant authorities. Information is shared pursuant to section 139 of the Antisocial Behaviour etc. (Scotland) Act 2004 and / or the Data Protection Act 2018.

Under the Data Protection Act 2018 information is shared for the purposes of preventing and detecting crime.

The Council will notify you of the outcome of your application.

**It is a legal requirement to keep your registration details up to date.** You must inform us of any changes to the details entered on this form at any time while your application is being processed and during the period of registration.

You can update your details online, at [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) (where you will be given a one-time-password to access your registration details) or by emailing Highland Council at [landlord.registration@highland.gov.uk](mailto:landlord.registration@highland.gov.uk).

Your registration lasts for **3 years** from the date an application is approved and it will need to be renewed if you are still letting the property.

# APPLICATION FOR LANDLORD REGISTRATION

## Question 1 - about your application

Are you renewing an existing registration?

Yes  No

If yes, please provide your registration number

Which of the following describes you?

I am applying as an individual. (go to question 2a)

I am applying on behalf of an organisation. (go to question 2b)

## Question 2a - only complete if an individual

### Personal details

First name (s)

Last name

Other names by which you may be known

Date of Birth for example 03 09 1980

Day Month Year

Email address

Contact Telephone Number (must be completed)

## Question 2b - only complete if an organisation

### Organisation details

Organisation name

Your full name and position in organisation

Company registration number (if applicable)

Scottish Charity number (if applicable)

### Email address

Contact Telephone Number (must be completed)

## Question 3 - your address history

Please provide your home address history for the **last 5 years** with no gaps or overlaps, starting with the most recent. Please confirm that dates you resided at these properties. If the applicant is an organisation, please provide the business address for the organisation.

Address (history for last 5 years)	Postcode	Date from (month/year)	Date to (month/year)

## Prescribed Information – Landlord obligations

The following questions will ask you to confirm that you understand, and currently meet where applicable, the obligations involved in letting residential property in Scotland.

These obligations are not new, they already exist, but the Prescribed Information change introduced in September 2019 asks landlords to confirm their compliance on each individual element.

### Question 4 – the Tolerable and Repairing standards

As a landlord, please confirm you understand and meet your obligations with regard to the Tolerable and Repairing standard for any properties you let:

Yes  No

### Question 5 – Gas Safe certification

Do you have a current gas safety certificates for all your rental properties that use gas?

Yes  No  Not Applicable

### Question 6 – Electrical safety

Do you have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) for all your rental properties that use electricity?

Yes  No  Not Applicable

### Question 7 – Electrical appliance testing

Where you have supplied electrical appliances have current portable appliance tests (PAT) been conducted in all of your properties?

Yes  No  Not Applicable

## Question 8 - Fire, smoke and heat detection

Does every property you rent out meet current statutory guidance for provision of fire, smoke and heat detection?

Yes  No  Not Applicable

## Question 9 – Carbon monoxide detection

Does every property you rent out meet statutory guidance for carbon monoxide alarms?

Yes  No  Not Applicable

## Question 10 – Private water supply

Are any of your properties served by a private water supply (a private water supply is one NOT provided by Scottish Water).

Yes  No  Not Applicable

## Question 10a – Private Water Supply (continued)

Does the private water supply (i.e. not provided by Scottish Water) in all your rental properties meet the required regulations?

Yes  No  Not Applicable

## Question 11 – Energy performance

Do your let properties have a valid Energy Performance Certificate (EPC)?

Yes  No  Not Applicable

## Question 12 – Legionella risk assessment

Has a Legionella risk assessment been carried out on every rental property and have safety concerns addressed?

Yes  No  Not Applicable

## Question 13 – Rental property insurance

If you rent out a property that is a flat or in tenement, do you have the appropriate buildings insurance?

Yes  No  Not Applicable

## Question 14 – Common repair obligations

Are you aware of your responsibilities and obligations around your let properties in relation to Common Repairs?

Yes  No  Not Applicable

## Question 15 – Tenancy deposits

If you plan to take or have taken a deposit are you aware of and have you met your tenancy deposit obligations?

Yes  No  Not Applicable

## Question 16 – convictions and judgements

This information will be used by the local authority to assess your application.

Do you have any relevant unspent criminal convictions and convictions considered spent under the Rehabilitation of Offenders Act 1974 unless they are “protected” convictions relating to:

- Fraud/dishonesty
- Violence
- Drugs
- Discrimination
- Firearms
- Sexual offences within the meaning of section 210a of the Criminal Procedure (Sc) Act 1995
- Housing law

Do you have any court judgements or tribunal decisions against you relating to:

- housing law
- landlord and tenant law
- discrimination legislation, for example: Equality Act 2010
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003

Yes (please provide details below, if required use a separate sheet)

No

Date of sentence or tribunal judgement	The court or tribunal where your case was heard	Description	Sentence or decision

## Question 17 – Antisocial Behaviour Orders (ASBOs)

Have you or your tenants ever been served with an ASBO

Yes (provide details below)

No

Date	Court	Local authority	Was it you, your tenant or their visitor who was served with the order?

## Question 18 – Antisocial Behaviour Notices (ASBNs)

Have you or your tenants ever been served with an ASBN

Yes (provide details below)

No

Date	Local authority and property address

## Question 19 – licences, registration and accreditations

### Part a – do you hold any licences, registrations or accreditations

Yes (provide details below)

No

Awarding body	Description or number

### Part b – Have you ever had a registration, licence or accreditation related to letting a house in the UK refused or revoked?

Yes (provide details below)

No

Date refused or revoked	Refused or revoked by (organisation name)

## Question 20 – about your rental properties

Please use this section to enter details of your rental property. If you have more than one rental property, please list them in the box or use a separate sheet.

### Address and postcode of rental property

### Is this property jointly owned?

(see notes for important information regarding joint owners)

Yes – please provide details below       No

Name and address of joint owner :

Joint owner registration number :

### Is this property a house in multiple occupation (HMO)?

(see notes for important information regarding HMOs)

Yes – please provide details below       No

HMO Licence number :

HMO Licence expiry date :

### Does this property have a Repairing Standards Enforcement Order (RSEO)?

Yes – please provide details below       No

RSEO reference number :

### Does an agent manage this property on your behalf?

Yes – please provide details below       No

Scottish Letting Agent Registration Number :

Name and Address of agent :

# Question 21 – the public register

Please choose the address you wish to show on the public register?

This will be the address made available on <https://landlordregistrationscotland.gov.uk/>

- Your contact address
- Your agent's address
- a different address (please provide details below)

I declare that I comply with all legal requirements relating to my letting of houses. Full information on requirements for landlords can be found at <https://www.mygov.scot/renting-your-property-out/>.  
If in doubt about legal requirements you should consult a solicitor or professional letting agent.

I declare that the information given in this form is correct to the best of my knowledge.

**A local authority may use information it holds about you to determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. In addition, local authorities to which you apply may share relevant information they hold about you with one another to help those authorities determine whether you are a fit and proper person to act as a landlord, or to act for a landlord. They may also share and seek relevant information with the Police Scotland and, if appropriate, other relevant authorities. Information is shared in terms of the Antisocial Behaviour etc. (Scotland) Act 2004 in terms of s 139.**

Signed

Date

Print name


# **PRIVACY POLICY**

## **Privacy policy**

The Scottish Landlord Registration System is provided by Scottish Government and hosted on this website by Registers of Scotland (RoS), on behalf of local authorities in Scotland who are required by Part 8 of the [Antisocial Behaviour etc \(Scotland\) Act 2004](#) (opens in a new window) to prepare and maintain a register of landlords.

For the purposes of **General Data Protection Regulation (GDPR)**, the relevant local authority is the data controller of the content of the Scottish Landlord Registers. For landlords operating across more than one local authority area there will be multiple data controllers. Each local authority can only access data for landlords operating within their authority area.

### **The information we collect**

The Antisocial Behaviour etc. (Scotland) Act 2004 requires that private landlords must register with the local authority and be assessed as 'fit and proper' to let residential properties in Scotland.

The information private landlords must provide is prescribed by legislation and does not have need of consent, it is a requirement to provide this information if you wish to operate as a private landlord in Scotland.

Information held within a registration will have been provided by the landlord themselves, either via the online application system or in writing and transferred to the system by the local authority. The local authority may also add notes to a registration as part of their administration.

### **Information Sharing**

Legislation permits the sharing of landlord registration with relevant authorities. This includes other local authorities, Police Scotland, Scottish Fire and Rescue Service and other public bodies. It may also be shared for the purposes of preventing and detecting crime.

Landlord information will **never** be shared with third party or commercial companies.

### **Public Search**

Legislation also dictates that registration status and contact details for a landlord shall be made available via the public search: <https://www.landlordregistrationscotland.gov.uk/search>

This facility provides assurance to prospective tenants that a landlord or a property is legitimately registered, and allows neighbours of let properties to contact landlords. It will also show where a landlord has had a registration refused or revoked.

Your contact details will be shared via the public search facility, unless it would be unsafe to do so. The public search does not allow mining of landlord's contact details, only targeted searches using a specific property or landlord registration number are possible.

Repairing Standard Enforcement Orders (RSEOs) are required by legislation to be displayed against any property upon which they have been served.

## Data Retention

The information provided by landlords will typically be held for 5 years after a registration has ended.

## Accuracy of Information held within the register

It is a landlord's responsibility to ensure their information held within the system is accurate and up to date. Landlords can update their information to reflect changes using the Renew / Update Journey.

## Access to data / Subject Access Requests

Landlords and agents can ask to see their personal information held within the system by contacting the relevant [local authority](#).

## Contacting Landlords

Landlord Registration is subject to a three year renewal period, with a Late Application Fee penalty for any registrations that expire prior to submission of a renewal application.

To avoid this occurrence the system will prompt landlords for renewal at 89 days and again at 29 days before expiry. The reminders are issued via email or by post where an email address is not held.

Local authorities may also contact landlords to advise of legislative changes or to provide advice on good practice in letting houses, as part of their legislative function.

## Scottish Government and Registers of Scotland (RoS)

Scottish Government and RoS are the joint data processors as regards any personal data which may be collected and processed in connection with public access to the website and the landlord register public search facility.

We collect the following information:

- for each visit to the website we will automatically collect the Internet protocol (IP) address used to connect your computer to the Internet
- we automatically issue cookies to users who enter the website. Read full details on our [cookies policy](#) page.

IP addresses and cookies do not in themselves identify individual users but identify only the computer used. **We will not use any data we collect to identify any user personally.**

## Payment information

The Scottish Government and RoS provides a service to local authorities, to process payments of registration fees made online by debit or credit card. The Scottish Government will only have access to such information as is necessary to provide that service, and will only process that information for the purpose of providing that service.

## Disclaimer

We seek to ensure that the information and help provided on this website is up to date and accurate. However, this information does not constitute legal or professional advice and the Scottish Government and RoS cannot accept any liability for actions arising from its use.

## Further information

If you have any further questions about how your data is used by the landlord register, contact the relevant [local authority](#).

## IN THE HIGHLAND COUNCIL AREA:

### Data controller

The data controller for landlord registration in the Highland area is The Highland Council.

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### Data Protection Officer

Contact our Data Protection Officer:

Data Protection Officer  
Highland Council Headquarters  
Glenurquhart Road  
Inverness  
IV3 5NX

[dpo@highland.gov.uk](mailto:dpo@highland.gov.uk)

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### Supervisory authority

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113

<https://ico.org.uk/global/contact-us/>

# APPLICATION FOR LANDLORD REGISTRATION

## Under the Antisocial Behaviour etc (Scotland) Act 2004

### Guidance Notes

#### Background

Landlords letting residential property in Scotland must register with, and be approved as 'fit and proper' by, the local authority in the area of the let property. Landlords letting property in multiple local authority areas must register with each local authority that they let property in.

Registration lasts for three years and a renewal application must be made before an existing registration expires if the landlord is still letting property. Renewal applications can be made within the three months before a registration expires.

Most landlords applying for registration or renewing an existing registration use the online application system at <https://landlordregistrationscotland.gov.uk/>

Paper applications can also be submitted. These notes accompany the paper application. Whether you are applying for the first time or renewing an existing registration please read these notes before you begin.

#### Exemptions

There are exemptions from the requirement to register, the most common examples are:

- Live in landlords – where a landlord lives in the same property as their tenant(s)
- Letting to a close family member – where a landlord lets a property to their mother, father, sister, brother, son, daughter
- Short-term holiday lets

If you think you may be exempt from the requirement to register please contact the local authority for advice.

#### Before you begin

The landlord application form will ask for your personal details and information about your let property. This information is required by law from anyone operating as a landlord in Scotland.

The form will also ask you to confirm that you comply with various legal obligations around letting houses in Scotland. If you need further information on what these obligations mean please contact the local authority or visit the online resources for landlords detailed at the end of these notes.

#### Keeping your registration up to date

As a registered landlord you are required by law to keep your registration up to date. This includes your personal details, including your email address (if you have one) along with details of your let property. You can update your registration at any time by visiting <https://landlordregistrationscotland.gov.uk/> or by contacting the local authority.

## **GUIDE TO COMPLETION**

### **Question 1 – About your application**

Please indicate if this is a new application or whether you are renewing an existing application. If you are renewing an existing application please provide your registration number.

Please indicate if you are applying as an individual or as a company.

### **Question 2a – if you are an individual**

Please tell us your full name along with any other names that you have been legally known as.

Please provide your date of birth (dd/mm/yyyy), your email address (if you have one) and a contact telephone number (this number will only be used by the local authority in connection with your registration).

### **Question 2b – if you are applying on behalf of an organisation**

Please tell us the organisation name, your name and your position in the organisation, along with the organisation's Company Registration Number, if it has one.

If this organisation is a registered Scottish Charity please tell us the registration number.

If you are applying on behalf of a trust please contact us for further advice.

### **Question 3 – your address history**

You must provide your address history for the last 5 years, for example if you have lived in the same house for the last 6 years this is the only address you have to provide. If you have lived in your current home for the last 2 years and in your previous address for 7 years before that you should include both, starting with your current address.

If you are applying on behalf of an organisation you should provide the business address, again for the previous 5 years.

### **Question 4 - the Tolerable and Repairing Standard**

The Tolerable Standard is a basic level of repair your property must meet to ensure it is fit for a person to live in. The Repairing Standard is a basic level of repair that all private rented properties must meet.

Please indicate that you have read and understood your obligations under these standards.

### **Your obligations**

This series of questions will ask you about the various obligations and standards involved in letting residential property in Scotland.

### **Question 5 – Gas Safe certificate**

Where a let property uses a gas supply it must be covered by a yearly Gas Safe certificate. This certificate is issued by a registered Gas Safe engineer.

Please answer yes or no to this question, answering not applicable would only be appropriate if your let property does not have a gas supply or if you do not have a let property.

### **Question 6 – Electrical Safety**

All let properties must have a current Electrical Installation Condition Report (EICR) or a current Electrical Installation Certificate (EIC) at the time of let. An EIC certificate is appropriate if the electrical installation is less than 5 years old, an EICR certificate must be renewed every 5 years if it is more than 5 years since the electrical installation or when a change of tenancy occurs.

EICR and EIC certificates can be issued by a suitably qualified electrician.

### **Question 7 – Electrical appliance testing**

In any let property where you supply electrical appliances portable appliance testing (PAT) must be carried out annually by a suitably qualified electrician.

Answering not applicable would be appropriate if you do not supply electrical appliances in your let properties or if you do not have a let property.

Please note: the 'Not Applicable' option would only be appropriate if you have no let properties.

### **Question 8 – Fire, smoke and heat detection**

As a landlord it is your responsibility to comply with the repairing standard concerning fire, smoke and heat alarms. In order to comply there should be at least:

- one functioning smoke alarm in the room which is frequently used by the occupants for general daytime living purposes (normally the living room/lounge),
- one functioning smoke alarm in every circulation space on each storey, such as hallways and landings, or in main room if no landing in upper storey
- one heat alarm in every kitchen,
- all alarms should be ceiling mounted, and
- all alarms should be interlinked

Please note: the 'Not Applicable' option would only be appropriate if you have no let properties.

### **Question 9 – Carbon monoxide detection**

Private landlords have an obligation to ensure that a detection system is installed in all properties you rent where there is:

- a fixed combustion appliance (excluding an appliance used solely for cooking) or
- a fixed combustion appliance in an inter-connected space, for example, an integral garage
- a combustion appliance necessarily located in a bathroom (advice would be to locate it elsewhere) - the CO detector should be sited outside the room as close to the appliance as possible

### **Question 10 – Private water supply**

As a landlord in Scotland you will likely find that most of your properties are supplied by Scottish Water. Approximately 3% of the Scottish population uses a private water supply for drinking water.

There is an additional question for let properties that are **not** supplied by Scottish Water.

### **Question 10a – Private water supply (continued)**

This question is only appropriate if your let property has a private water supply (not supplied by Scottish Water).

The Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017 came into force in October 2017 and is intended to ensure the provision of clean, safe drinking water and to deliver significant health benefits to those using private water supplies.

### **Question 11 – Energy performance**

Energy Performance Certificates (EPCs) provide information on how energy efficient your building is, and how it could be improved. Buildings are rated on a scale from A to G, with A being the most efficient. Information is also provided on measures which could be made to improve the energy efficiency and an indication of the cost for each improvement.

Landlords must have a current Energy Performance Certificate for their let properties, a copy of this must be given to new tenants at any change of tenancy and the EPC rated must be included in any advert for a rental property.

### **Question 12 – Legionella risk assessment**

Legionnaires' disease is a potentially fatal form of pneumonia caused by the inhalation of small droplets of contaminated water containing Legionella. All water systems can provide an environment where Legionella may grow.

The landlord has a duty to ensure legionella risk assessment is carried out on their properties. This is to help guard their tenants against any risk of getting the illness from contaminated water. More information on Legionella is available from the Health and Safety Executive (HSE).

### **Question 13 – Rental property insurance**

If renting out a tenement or flat within Scotland you will be responsible for obtaining insurance cover for the reinstatement value your of the tenement building/ block.

This rule came in to effect in 2004 via the Tenement (Scotland) Act 2004.

### **Question 14 – Common repair obligations**

As a landlord you are responsible for repairing common areas, for example;

- the ground (solum) on which your building stands (but not always the garden)
- the foundations
- the external walls - but individual owners are responsible for the part of these walls that lies in their flat
- the roof (including the rafters)
- other structural parts of the building such as beams, columns and load bearing walls
- the close and stairs (when they are not mutual)
- staircases in blocks of flats.

### **Question 15 – Tenancy deposits**

If you take a deposit from a tenant you must lodge it with one of the three government-backed tenancy deposit schemes:

- Letting Protection Service Scotland
- Safe Deposits Scotland
- My Deposits Scotland

The deposit must be lodged within 30 day of being received.

### **Question 16 – convictions and judgements**

As part of the approval process, local authorities must be satisfied that a person applying to be a private landlord in Scotland is 'fit and proper' to be letting residential properties. Landlords applying for registration must declare any unspent criminal convictions and spent convictions if not protected.

Landlords must also declare any court judgements or tribunal decisions relating to housing, discrimination or equality.

### **Question 17 – Antisocial Behaviour Orders (ASBOs)**

### **Question 18 – Antisocial Behaviour Notices (ASBNs)**

Similar to the questions on convictions and judgements, landlords must declare any Antisocial Behaviours Orders or Antisocial Behaviour Notices served on them or their tenants.

### **Question 19 – licences, registration and accreditations**

Landlords should declare any licences, registrations or accreditations relating to housing. Landlords must also declare any negative decisions relating to licences, registration or accreditations.

### **Question 20 – about your rental property**

Please use this section to provide details about your rental property. If you have more than one rental property please use the additional properties sheet.

You should tell us about any joint owners, Houses of Multiple Occupation (HMO) properties \*, any Repairing Standard Enforcement Orders (RSEO) on the let property and details of your letting agent\*\* if you have one.

If the joint ownership details are complicated please tell us separately about this.

\* A House of Multiple Occupation (HMO) is a house where:

- at least 3 or more unrelated people live in the same property, and
- they share a kitchen, bathroom or toilet

HMOs must be licensed in their own right, if you think your property is an HMO and you don't have a licence please contact us.

\*\* Agents: All owners of let properties must register and declare anyone who acts for them in relation to their letting.

An agent may be:

- a commercial agency
- a letting agency
- a property management agency
- an estate agency
- a charity
- someone who manages the property on your behalf
- a representative of an organisation, for example a factor, a trust or a company

From the 1 October 2018 a paid commercial letting/managing agent must be registered on the **Scottish Letting Agent Register** and adhere to the Letting Agent Code of Practice. They must provide you with their registration number beginning LARN and you must declare it within your application.

For further information can be found at the following website:

<http://renting.org/landlords/using-letting-agent>

Non-commercial agent fee: If someone manages your property for you without payment or commercial gain, their details must be noted on your registration and they must apply for their own registration on the Landlord Register. They will be charged £80, unless they already have their own separate registration.

## Question 21 – the public register

Registered landlords and their let property will be displayed on the public search at <https://landlordregistrationscotland.gov.uk/>

This search facility enables tenants and neighbours to confirm a landlord or a property is registered.

It can also be used to obtain the contact details (address) of the landlord of a specific property. Landlords can opt to use their home address, the address of their agent or another relevant address. A registration is very much a matter between the landlord and the local authority so **it is important that landlords do not use the address of the let property as their contact address.**

### Declaration

Landlords are required to complete the declaration and sign their application for registration, important information is contained within the declaration.

### Additional Information

The following information is useful to existing and new landlords.

### Joint Owners

A landlord must declare any joint owners on their application. All joint owners must also apply to register individually and renew their own registrations separately.

The lead owner will pay the appropriate principal fees and applications from the other joint owners are typically free of charge.

### Fees

The fees incurred in Landlord Registration are typically:

- Principal Fee: £80.00 increasing to **£82.00 from 01 April 2025**
  - Where a landlord lets property in more than one local authority area and uses the online application process this fee is discounted to £40.00 increasing to **£41.00**
- Property Fee: £18.00 per let property increasing to **£19.00 from 01 April 2025**
- Late Application Fee: £160.00 increasing to **£164.00 from 01 April 2025**

Houses in Multiple Occupation (HMO) will typically attract a 100% discount on the principal and property fee, but only for the property that is covered by the HMO licence (additional non-HMO properties will be charged).

Registered Scottish Charities attract 100% discount.

### Your registration

Once approved, a landlord is required by law to keep their registration details up to date, including their contact address.

### Renewal Reminders

Renewal reminders are typically issued by email, where an email address is held or otherwise by letter, and sent at 89 days and 29 days before a registration expires. Failure to renew will result in a Late Application Fee so landlords should manage their junk and spam email folders to ensure reminders are not missed. This also applies to joint owners.

## Payment to accompany an application for registration

Payments may be made either by:

Phone - You can call the Highland Council payment line on **01349 886605**. The lines are open 9 am to 5 pm Mondays to Fridays.

Ask the person taking your payment to email **landlord.registration@highland.gov.uk** with your payment details. Please then record those details below and send your application to us.

Date when payment taken	
Amount	
Payment reference number	

In person - Take your application form to any Highland Council Service Point where you can pay by **debit or credit card**. The Service Point will forward your receipted application form to the Landlord Registration Team.

By post – **Highland Council no longer accepts cash or cheque payments**. Your payment must be made either by telephone to the Highland Council payment line on 01349 886605 (as above) or by card at a Service Point.

## **Whichever payment method is used, you must submit a completed application form.**

### Assistance for landlords

Local authority Landlord Registration teams are here to help landlords meet their obligations and provide quality accommodation to meet Scotland's housing needs.

For advice or assistance please contact:

The Highland Council, Landlord Registration Team, Council Offices, High Street, Dingwall, IV15 9QN Email: landlord.registration@highland.gov.uk Tel: 01349 868525

### Online resources for further information

There are a variety of online resources available for landlords, here is a selection of useful web-sites:

- Scottish Government – Information for landlords
  - <https://www.mygov.scot/renting-your-property-out/>
- Scottish Government – being a landlord in Scotland
  - <https://www.mygov.scot/housing-local-services/landlords-letting/being-a-landlord/>
- Shelter Scotland – Information for landlords
  - [https://scotland.shelter.org.uk/get\\_advice/advice\\_topics/information\\_for\\_landlords](https://scotland.shelter.org.uk/get_advice/advice_topics/information_for_landlords)
- Renting Scotland – Information for landlords
  - <https://rentingscotland.org/landlords/>
- Highland Council -
  - [https://www.highland.gov.uk/info/997/housing\\_advice/258/private\\_landlords](https://www.highland.gov.uk/info/997/housing_advice/258/private_landlords)

Renewal application submitted 04/09/2025

PRESCRIBED INFORMATION - QUESTIONS	Repairing and tolerable standard	Gas certificate obligations	Electrical documents	Electrical appliance test	Fire, smoke and heat detection	Carbon monoxide detection	Public water supply	Energy performance	Legionella assessment	Rental property insurance	Common repairs	Tenancy deposit
PRESCRIBED INFORMATION - ANSWERS PROVIDED BY LANDLORD	Yes	Yes	Yes	Not applicable	Yes	Yes	Yes	Yes	Yes	Not applicable	Yes	Not applicable

	Documents submitted by landlord / confirmation provided by landlord						Submitted by Env Health
	Gas certificate	Electrical documents	Fire, smoke and heat detection confirmation	Carbon monoxide detection confirmation	Energy performance certificate (EPC)	Legionella assessment	Housing Condition Inspection Sheet
<b>DECLARED PROPERTIES</b>							
1 Pitgrudy Farm Cottages, Dornoch, IV25 3HY	Yes (dated 12/8/25)	No	No	No	Yes - dated 7.3.20	Yes - dated 12.8.25	Yes 20.10.25
2 Pitgrudy Farm Cottages, Dornoch, IV25 3HY	No	No	No	No	Yes - dated 12.4.18	Yes - dated 6.3.25	Yes 24.10.25
3 Pitgrudy Farm Cottages, Dornoch, IV25 3HY	Yes (dated 19/9/25)	No	No	No	Yes - dated 7.12.21	Yes - dated 19.9.25	Yes 20.10.25 Yes 26.09.24
Cabin 1, Pitgrudy Farm, Dornoch, IV25 3HY	No	No	No	No	No Yes - dated 7.12.21	Yes - dated 6.3.25	Yes 07.10.25 # Long Term Empty
Cabin 2, Pitgrudy Farm, Dornoch, IV25 3HY	No	No	No	No	Yes - dated 7.12.21	No	# LLs daughter's home
Open Plan Log Cabin, Dornoch, IV25 3HY	No	No	No	No	7.12.21	No	
Moffats House, Pitgrudy, Dornoch, IV25 3HY # aka Pitgrudy Farm Cottage	No	No	No	No	No	No Yes - dated 12.8.25	Yes 22.10.25
Poets Corner, Dornoch, IV25 3HY	No	No	No	No	No	12.8.25	Yes 19.02.25

<b>HHR Application Reference:</b>	<a href="#">Click here</a>	<b>Date referred:</b>	<a href="#">Select date.</a>	<b>Flare Service Request Ref:</b>	<a href="#">Click here</a>
<b>HHR Partner Office &amp; email contact details:</b> Choose an item.				<b>Date of complaint:</b>	<a href="#">Select date.</a>

## APPENDIX 3

### **HOUSING CONDITION INSPECTION SHEET**

<b>Address:</b>	No. 1 Pitgrudy Farm Cottages, Pitgrudy, Dornoch, IV25 3HY		
<b>Date of Inspection</b>	<b>20/10/2025</b>	<b>Inspecting Officer</b>	Kyle Mackay

#### **Tolerable Standard Checkpoints**

<b>Category 1</b>		<b>Yes / No</b>
1.	Is the house structurally stable:	Choose an item.
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	Yes
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	Yes

#### **Comments on Category 1 Defects**

1. House does show signs of cracks externally around windows and on walls moving in a diagonal pattern from ground to roof level and some cracking is evident internally but unknown if this is structural without a further qualified assessment from a Structural Engineer. The floors are not level inside when tested with spirit level.
2. No EICR sticker evident but house does have RCDs fitted, will await certification from Landlord, So this answer may change.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	Yes

**Comments on Category 2 Defects**

8. Central heating is gas (tanked).

<b>Category 3</b>		<b>Yes / No</b>
11.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
12.	Is there partial central heating:	Choose an item.
13.	Is there satisfactory loft insulation:	Choose an item.
14.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

13. No access to loft.

14. The patio doors to the front of the house do not open but house can be entered through the front door normally.

Property Details: (Sketches, Photos & Additional Notes)				
Tenant's / Applicant's Name(s)	██████████			Tel: ██████████
Landlord's / Agent's Name & Address	Alan grant	<u>Registered</u> Yes	Tel:	
Property Type	Detached Bungalow	No. of Storeys	1	Floor (If flat) Select.
<p>Tenant is supposedly moving in 25/10/25 so he was not present to comment on anything about the property.</p> <p>No lead pipes were visible under Kitchen sink.</p> <p>Plenty of space to store food stuff.</p> <p>Rear garden is over grown but felt very stodgy under foot, there was heavy rain the night before the inspection.</p>				

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
15.	Is the house wind and water tight?	Yes
16.	Does the house meet the Tolerable Standard?	No
17.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	Yes
18.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>Choose an item.</p> <p>Choose an item.</p>
19.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	Choose an item.
20.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	No
<p><b>Comments on Repairing Standard Defects</b></p> <p>20. No fire detection is evident throughout the property.</p>		

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

<b>HHR Application Reference:</b>	<a href="#">Click here</a>	<b>Date referred:</b>	<a href="#">Select date.</a>	<b>Flare Service Request Ref:</b>	<a href="#">Click here</a>
<b>HHR Partner Office &amp; email contact details:</b> Choose an item.				<b>Date of complaint:</b>	<a href="#">Select date.</a>

## APPENDIX 4

### **HOUSING CONDITION INSPECTION SHEET**

<b>Address:</b>	Moffat's House, Pitgrudy, Dornoch, IV25 3HY		
<b>Date of Inspection</b>	<b>22/10/2025</b>	<b>Inspecting Officer</b>	Kyle Mackay

#### **Tolerable Standard Checkpoints**

<b>Category 1</b>		<b>Yes / No</b>
1.	Is the house structurally stable:	Yes
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	Yes
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	No

#### **Comments on Category 1 Defects**

2. The consumer unit does have an EICR certificate which is in-date, but the unit itself is old-style fuses and not RCDs.

5. The property shows considerable signs of penetrating damp especially in the upstairs bedroom, along the bottom of the upstairs landing, Living room gable end wall and beside refrigerator in Kitchen. Damp is showing up as spotting on walls and showing signs of mould growth. This can be contributed to either roof or chimney being defective or the guttering being full of debris and also leaking/defective. Ridge tiles are showing severe signs of deterioration and some of the mortar is missing which may result in water ingress.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	No

**Comments on Category 2 Defects**

8. Central heating is gas (tanked)
11. See tolerable standard section above.

<b>Category 3</b>		<b>Yes / No</b>
12.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
13.	Is there partial central heating:	Choose an item.
14.	Is there satisfactory loft insulation:	Yes
15.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

14. Tenant states lost insulation was funded through a grant scheme and has been completed, I had no access to loft space.

Property Details: (Sketches, Photos & Additional Notes)					
Tenant's / Applicant's Name(s)	[REDACTED]			Tel:	[REDACTED]
Landlord's / Agent's Name & Address	Alan Grant	<u>Registered</u> Yes	Tel:		
Property Type	Detached House	No. of Storeys	1.5	Floor (If flat)	Select.
<p>No lead pipes are visible.</p> <p>Plenty of space to store food.</p> <p>Property has had new double glazing and gas central heating fitted in 2016 (approx.)</p>					

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
16.	Is the house wind and water tight?	No
17.	Does the house meet the Tolerable Standard?	No
18.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	No
19.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>No</p> <p>No</p>
20.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
21.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	No
<p><b>Comments on Repairing Standard Defects</b></p> <p>16 &amp; 17. Please see Tolerable Standard section on damp.</p> <p>21. Fire detection is evident but is not in the correct places, not the correct type and does not seem to be interlinked</p>		

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

HHR Application Reference:	1162562	Date referred:	10/09/2024	Flare Service Request Ref:	207898
HHR Partner Office & email contact details: The Highland Council				Date of complaint:	11/09/2024

APPENDIX 5

**HOUSING CONDITION INSPECTION SHEET**

Address:	3 Pitgrudy Farm Cottages, Dornoch IV25 3HY		
Date of Inspection	26/09/2024	Inspecting Officer	Kyle Mackay

**Tolerable Standard Checkpoints**

Category 1		Yes / No
1.	Is the house structurally stable:	No
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	No
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	Yes

**Comments on Category 1 Defects**

1. Spare Room Dining Room Floor very unstable and visually at an angle and dipping. Feels spongy and ready to collapse under foot. Hallway floor unstable and has lump created by dwarf wall below outside bathroom door. Various parts of partition walls on North side of house have cracks at top and bottom. Bathroom tiles show signs of movement. On external walls cracks following brick lines are visible from top to bottom of walls on the rear elevation and front elevation of property, these also have cracked pvc window surrounds and windowsills.
2. The electrical system is outdated and although working as it should does not show signs of an EICR sticker and Tenants state they have lived in property for 13 years and have never had an inspection carried out on electrics.
3. Soil and grass around surface water (downpipe) drains are sinking and are very spongy and muddy around.
4. Although house does show signs of rising damp these are not high enough to bring it below tolerable standard. Mould and damp are visible in most lower corners of North end of house where there is an external wall, mould and spotting can be seen on furniture and clothing.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	No

**Comments on Category 2 Defects**

7. WC is available but the toilet bowl is cracked and toilet leaks which is causing floor to become wet and tiles to lift up. Tenant states Landlord was informed of this and carried out a temporary repair which did not last.

11. Please see Tolerable standard section above.

<b>Category 3</b>		<b>Yes / No</b>
12.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
13.	Is there partial central heating:	Choose an item.
14.	Is there satisfactory loft insulation:	Yes
15.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

13. Tenant stated they have accessed loft and it does have some form of insulation. I could not access loft at time of visit.

Property Details: (Sketches, Photos & Additional Notes)					
Tenant's / Applicant's Name(s)	[REDACTED]			Tel:	[REDACTED]
Landlord's / Agent's Name & Address	Allan Grant,	<u>Registered</u> Yes	Tel:	Unknown to tenants	
Property Type	Detached Bungalow	No. of Storeys	1	Floor (If flat)	Select.

Dining room/Spare Room has dehumidifier and heater on most of the time but this does not make a difference to dampness according to tenants.

Tenants have carried out a lot of work to the property including fitting double glazing at their own expense.

Hand rail at front steps is rotten, unstable and dangerous.

Rear garden cannot be used properly as to being so soft and wet because of drainage issues.

Landlord has fenced off beside property and has dug and filled in large holes with boulders along a concealed drain.

Tenants stated Landlord took a deposit of one months rent in advance and £400 in cash and they don't think he used a deposit scheme and they never got receipt of this money.

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
16.	Is the house wind and water tight?	Yes
17.	Does the house meet the Tolerable Standard?	No
18.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	Yes
19.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>Yes</p> <p>No</p>
20.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
21.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	Yes

### Comments on Repairing Standard Defects

19: see tolerable standards electrics and WC.

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

<b>HHR Application Reference:</b>	<a href="#">Click here</a>	<b>Date referred:</b>	<a href="#">Select date.</a>	<b>Flare Service Request Ref:</b>	<a href="#">Click here</a>
<b>HHR Partner Office &amp; email contact details:</b> Choose an item.				<b>Date of complaint:</b>	<a href="#">Select date.</a>

## APPENDIX 6

### **HOUSING CONDITION INSPECTION SHEET**

<b>Address:</b>	No. 3 Pitgrudy Farm Cottages, Pitgrudy, Dornoch, IV25 3HY		
<b>Date of Inspection</b>	<b>20/10/2025</b>	<b>Inspecting Officer</b>	Kyle Mackay

#### **Tolerable Standard Checkpoints**

<b>Category 1</b>		<b>Yes / No</b>
1.	Is the house structurally stable:	Choose an item.
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	Yes
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	Yes

#### **Comments on Category 1 Defects**

1. The property looks to have been repaired, and cracks filled, floors seem to now be a lot more level internally, but I am unsure of what repairs have been carried out and if a Structural Engineer carried out a survey beforehand. The structure of the house cannot be determined without further qualified investigation. Cracks are still visible internally at the top of walls but some of these have also been repaired.
2. The electrics do have a set of RCDs but the tenant stated that these did not work so had to be turned off. The consumer unit which is being used is of an old type with pull out fuses. There is no sign of an EICR sticker, and the tenant is unaware of an inspection as she only moved in on 01/10/25.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	Yes

**Comments on Category 2 Defects**

8. Central heating is gas (tanked)

<b>Category 3</b>		<b>Yes / No</b>
11.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
12.	Is there partial central heating:	Choose an item.
13.	Is there satisfactory loft insulation:	Choose an item.
14.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

13. No access to loft space.

Property Details: (Sketches, Photos & Additional Notes)					
Tenant's / Applicant's Name(s)	[REDACTED]			Tel:	[REDACTED]
Landlord's / Agent's Name & Address	Alan Grant	<u>Registered</u> Yes	Tel:		
Property Type	Detached Bungalow	No. of Storeys	1	Floor (If flat)	Select.
<p>Tenant moved into the property on 01/10/25 and a lot of work seems to have been done before that to rectify the issues from before.</p> <p>No lead pipes under Kitchen sink.</p> <p>Plent of space to store food stuffs.</p>					

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
15.	Is the house wind and water tight?	Yes
16.	Does the house meet the Tolerable Standard?	No
17.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	Yes
18.	Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?	
	Installations for the supply of water, gas, electricity, sanitation, space heating and heating:  Any fixtures, fittings and appliances provided by the landlord under the tenancy:	Yes  No
19.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
20.	Is there provision for fire detection in accordance with the following? <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.  <b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard	Yes

### Comments on Repairing Standard Defects

16. Awaiting certification from the Landlord and a detailed account of the repairs that have been carried out to the property, which was asked to be provided before a new tenant was moved in. A Structural report was also asked for in previous communications, but the Landlord was not forthcoming with this either.

18. Tenant stated the RCD's do not work and had to be turned off.

20. Tenant stated she has interlinked smoke alarms and this is very important to her but there was no evidence of these in the correct areas in the property.

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

<b>HHR Application Reference:</b>	<a href="#">Click here</a>	<b>Date referred:</b>	<a href="#">Select date.</a>	<b>Flare Service Request Ref:</b>	<a href="#">Click here</a>
<b>HHR Partner Office &amp; email contact details:</b> Choose an item.				<b>Date of complaint:</b>	<a href="#">Select date.</a>

## APPENDIX 7

### **HOUSING CONDITION INSPECTION SHEET**

<b>Address:</b>	2 Pitgrudy Cottages, Pitgrudy, Dornoch, IV25 3HY		
<b>Date of Inspection</b>	<b>24/10/2025</b>	<b>Inspecting Officer</b>	Kyle Mackay

#### **Tolerable Standard Checkpoints**

<b>Category 1</b>		<b>Yes / No</b>
1.	Is the house structurally stable:	Choose an item.
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	Yes
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	Yes

#### **Comments on Category 1 Defects**

1. The floor is not solid just inside the front door, tenant has covered this with wooden boards at fear of falling through the severely rotten part. This looks to be caused by water ingress below the front door or bottom of the front door. Internal and external cracks in the wall surfaces are visible around the property. Some of the larger cracks extend from ground level to roof level and cut through window openings.
2. Consumer unit is old type with fuse, No EICR sticker is visible. One socket in Kitchen area sparks and is dangerous to use (tenant states) has had to be taped up by the tenant.
4. The system for disposal of surface water would be effective if it was whole and had no leaks. This is more of a repairing issue than a tolerable standard issue.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	Choose an item.

**Comments on Category 2 Defects**

8. Living/Kitchen area is heated by a free standing stove. The central heating is electric storage and convection heating which the tenant states is not adequate.

10. Mould is visible and signs of damp on rear bedroom wall and around window frame. This could be condensation mould but it does tie in with cracks around the same window and the worst of the ill fitted frames externally.

<b>Category 3</b>		<b>Yes / No</b>
11.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
12.	Is there partial central heating:	Choose an item.
13.	Is there satisfactory loft insulation:	Choose an item.
14.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

12. See central heating above (Point 8).

13. tenant states the house is insulated but no access to the loft was available to check.

Property Details: (Sketches, Photos & Additional Notes)					
Tenant's / Applicant's Name(s)	██████████			Tel:	██████████
Landlord's / Agent's Name & Address	Alan Grant	<u>Registered</u> Yes	Tel:		
Property Type	Detached Bungalow	No. of Storeys	1	Floor (If flat)	Select.
<p>Deposit – 1 month rent ██████████ on moving in to property</p> <p>Tenant has been living in the property for 3-4 years</p> <p>No lead pipes were visible.</p> <p>Plenty space for storage of food.</p>					

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
15.	Is the house wind and water tight?	No
16.	Does the house meet the Tolerable Standard?	No
17.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	No
18.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>Yes</p> <p>Yes</p>
19.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
20.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	No

### Comments on Repairing Standard Defects

15. Windows are ill fitting to openings, this has been tried to be rectified by externally filling the void with expanding foam but large gaps where wind and water could penetrate are evident. Tenant described these windows as cold and draughty.

16. See Tolerable standard section above.

17. The guttering is full of debris and is not held together in parts leaving gaps which can leak causing further damp issues within the property. Some downpipes are missing and leaves water to fall from guttering to ground level, this may also cause water penetration in the property.

18. Tenant has stated problems with heating and electrics (see tolerable standard section). Tenant states a washing machine was left by the landlord for him but this did not work so he ended up providing his own.

20. No fire detection or CO detection is evident in the property.

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

HHR Application Reference:	<a href="#">Click here</a>	Date referred:	<a href="#">Select date.</a>	Flare Service Request Ref:	<b>223493</b>
HHR Partner Office & email contact details: <b>The Highland Council</b>				Date of complaint:	<a href="#">Select date.</a>

## APPENDIX 8

### **HOUSING CONDITION INSPECTION SHEET**

<b>Address:</b>	Cabin 1, Pitgrudy Farm, Dornoch, IV25 3HY		
<b>Date of Inspection</b>	<b>07/10/2025</b>	<b>Inspecting Officer</b>	Kyle Mackay

#### **Tolerable Standard Checkpoints**

<b>Category 1</b>		<b>Yes / No</b>
1.	Is the house structurally stable:	No
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	Yes
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	Yes

#### **Comments on Category 1 Defects**

1. The Cabin itself seems to be structurally stable but the Bathroom floor is rotten and suffering from collapse, This has been covered by boards and is showing signs of fresh dampness. The Cabin exterior is wooden and loos like some of this is rotting but is not structural.
2. The consumer unit is of an old style with pull out fuses (one of which are taped up with duct tape). There are RCD's but these look to be all for heating and hot water. There is an EICR sticker evident above these RCD's but no date has been added to the sticker. Tenant stated he has not had an electrical inspection since he has lived there but did have a smart meter fitted. Light pendants are hanging from the ceiling and some cabling is also hanging down where lights have been removed from the ceiling.
4. WC flushes and drains and so do sinks/shower. There is a strong smell of urine in the space between Cabin One and Cabin Two where the external soil vent pipe for Cabin One is located and the external bathroom wall within the rear of this space. The guttering is full of vegetation on the rear side and the front side has damaged or disconnected guttering. An over flow shows signs of leaking down the East facing gable end and has created a black stain running down the wall.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	Yes

**Comments on Category 2 Defects**

8. Heating is storage heaters throughout the property.

<b>Category 3</b>		<b>Yes / No</b>
11.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
12.	Is there partial central heating:	Choose an item.
13.	Is there satisfactory loft insulation:	Yes
14.	Is there satisfactory access to all external doors and outbuildings:	Yes

**Comments on Category 3 Defects**

13. Loft hatch has been opened or cut in front porch area at front door. Looking up insulation can be seen but no access was available. Tenant states it is insulated and the insulation is very thick.

Property Details: (Sketches, Photos & Additional Notes)					
Tenant's / Applicant's Name(s)	[REDACTED]			Tel:	[REDACTED]
Landlord's / Agent's Name & Address	Alan Grant, [REDACTED]	<u>Registered</u> Yes		Tel:	
Property Type	Chalet	No. of Storeys	1	Floor (If flat)	Select.

This is a leased property. Tenant has paid a deposit of one months rent when he moved in.

The Tenant has lived in the property for 8 years.

No lead pipes are visible in the property under the kitchen sink or in the bathroom.

The property has storage for foodstuffs.

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
15.	Is the house wind and water tight?	Yes
16.	Does the house meet the Tolerable Standard?	No
17.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	No
18.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>No</p> <p>No</p>
19.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
20.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	No

### Comments on Repairing Standard Defects

19. See Tolerable Standard section 4.

21. Some fire/smoke detection alarms are visible and others have been removed and the base is left attached to the ceiling.

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

HHR Application Reference:	1210722	Date referred:	13/02/2025	Flare Service Request Ref:	215142
HHR Partner Office & email contact details: The Highland Council				Date of complaint:	13/02/2025

APPENDIX 9

**HOUSING CONDITION INSPECTION SHEET**

Address:	Poets Corner, Pitgrudy Farm, Dornoch		
Date of Inspection	19/02/2025	Inspecting Officer	Kyle Mackay & Andy Hurst

**Tolerable Standard Checkpoints**

Category 1		Yes / No
1.	Is the house structurally stable:	Yes
2.	Is there an electricity system which is adequate and safe:	No
3.	Is there an adequate piped supply of wholesome water available within the house:	Yes
4.	Is there an effective system for the drainage and disposal of foul and surface water:	No
5.	Is it free from significant rising or penetrating damp: <ul style="list-style-type: none"> <li>• 10% of the overall wall space in one apartment in the house</li> <li>• 10% of the ceiling in one apartment in the house</li> <li>• 20% of overall wall space or ceiling in one or more other spaces in the house</li> </ul>	No

**Comments on Category 1 Defects**

1. House seems to be structural stable, but cracks are visible externally which could indicate signs of subsidence. Some of these cracks come from foundation level through the DPC and rendered walls, windowsills and all the way to where the wall joins the roof. Some have been filled or repaired but show fresh signs of splitting or movement. These are visible on four external walls but not internally.
2. No EICR seems to be present and no EICR sticker near electrical box. Tenant states that house was wired wrongly, and they didn't have electricity for approx. 6 months so whole house was rewired in past 5 years by competent Electrician. Where old sockets/switches have been these have been left open in walls and new sockets/ switches have been placed further along walls. Some light switches and sockets are showing signs of disrepair or are broken exposing the inner parts.
4. The house is missing gutters from around most external parts, gutters that do exist are full of grass and plants. One gutter is hanging down and would not hold water. Every down pipe is not connected to a drain and some downpipes are missing all together. An open manhole cover is evident beside the house and has been overflowing (sewage remnants are visible on a grassy verge ad under kitchen and bathroom window. A waste pipe from the kitchen is constantly running as the kitchen tap does not turn off, this wastewater pipe can be seen stopping above ground level but is flowing into a drain. An

overflow pipe is at the South facing gable wall is connected to a black downpipe which is dribbling water slowly onto the ground, this seems to originate in the loft space.

5. Most rooms in the house are free from any form of dampness but listed below are the parts which were of most concern.
  - Corner of window beside dining table, spot of damp reading 0.2% (green) on meter
  - Signs of damp/water/condensation running from Living Room skylights. Not tested as not in reach
  - All Bathroom walls and along lintel in external wall, could not see behind wet wall which is fitted poorly but Tenant states dampness continues along these. Some of this damp could be contributed to condensation as no extractor fan is present in the Bathroom but the line where the damp stops on edge of lintel and other spots where you would not expect condensation suggests the damp is penetrating and not formed from all condensation. 0.5% Orange on meter
  - Bottom of Living Room French doors 5.0% red on meter
  - Master bedroom ceiling spots were noticed and tested and show as 2.0% red on meter.
  - Childrens bedroom spots were noticed on wall in corner, externally there is an old satellite dish fixing which could explain penetrating damp spots. Not tested as not in reach due to furniture.

<b>Category 2</b>		<b>Yes / No</b>
6.	Is there a sink and fixed bath/shower and wash-hand basin with a satisfactory supply of both hot and cold water suitably located within the house:	Yes
7.	Is there a WC for the exclusive use of the occupants of the house suitably located within the house:	Yes
8.	Is there any central heating throughout the house:	Yes
9.	Are there satisfactory facilities for the cooking of food within the house:	Yes
10.	Is it free from minor rising or penetrating damp:	No

**Comments on Category 2 Defects**

6. House has hot water when stove is on.
8. There are radiators throughout the house, some are very rusted through and Tenant states some do not warm up at all. The wood burning stove has a back boiler which runs the central heating.
9. There is somewhere to cook and store food, but signs of vermin infestation are in most places within the Kitchen area and Tenant is having to disinfect everything and store food higher up to stop it being eaten or contaminated.
10. See point 5 above.

Category 3		Yes / No
11.	Is there adequate provision for natural and artificial lighting & ventilation:	Yes
12.	Is there partial central heating:	Choose an item.
13.	Is there satisfactory loft insulation:	Choose an item.
14.	Is there satisfactory access to all external doors and outbuildings:	No

**Comments on Category 3 Defects**

13. Loft was not accessed as fish tank blocks way for ladder to come down. Tenant states insulation is present but is not fully covering area and doesn't seem correctly installed. This insulation can be seen falling through a hole which has been cut in the master bedroom ceiling.

14. The doors are accessible for ingress and egress from house but are both badly damaged. Lock and handle are hanging off French doors in Living Room and these regularly leak when it rains according to Tenant. The main door is twisted and warped and no longer seals/shuts properly, hinges seem twisted. This is making the front porch area very draughty and cold and water ingress during rain is common according to Tenant.

Property Details: (Sketches, Photos & Additional Notes)				
Tenant's / Applicant's Name(s)	[REDACTED]		Tel:	[REDACTED]
Landlord's / Agent's Name & Address	Alan Grant, Pitgrusy Farm	<u>Registered</u> Yes	Tel:	Unknown to Tenant
Property Type	Detached Bungalow	No. of Storeys	1	Floor (If flat) Select.

**No lead pipes seem to be present on property**

**Consumer unit does contain RCD's**

**Tenants have lived in property for 5 years, did not pay deposit.**

**Vermin have not been reported to Landlord.**

**Tenants have done lots of work to property themselves – New Kitchen, Flooring, Decorating, Drainage problems, New Toilet and WHB.**

## REPAIRING STANDARD CHECKPOINTS

		Yes / No
15.	Is the house wind and water tight?	No
16.	Does the house meet the Tolerable Standard?	No
17.	Is the structure and exterior of the house (including drains, gutters and external pipes) in a reasonable state of repair and in proper working order?	No
18.	<p>Has the tenant identified any of the following not to be in a reasonable state of repair and proper working order?</p> <p>Installations for the supply of water, gas, electricity, sanitation, space heating and heating:</p> <p>Any fixtures, fittings and appliances provided by the landlord under the tenancy:</p>	<p>Yes</p> <p>No</p>
19.	Has the tenant identified any furnishings provided by the landlord under the tenancy which are not capable of being used safely for the purpose for which they are designed?	No
20.	<p>Is there provision for fire detection in accordance with the following?</p> <ul style="list-style-type: none"> <li>• 1 smoke alarm in the living room</li> <li>• 1 smoke alarm in every circulation space on each storey, such as hallways and landings;</li> <li>• 1 heat alarm in every kitchen;</li> <li>• All smoke and heat alarms to be ceiling mounted and interlinked.</li> </ul> <p>Mains-operated alarms (with battery backup) and tamper proof long-life lithium battery alarms (i.e. not PP3 type or user-replaceable) are permitted.</p> <p><b>NB</b> From February 2021 these requirements will come out of the Repairing Standard and will become a requirement of the Tolerable Standard</p>	No

### Comments on Repairing Standard Defects

15, 16 & 17. See tolerable standards

18. Tenant has identified Taps which do not operate correctly, radiator which do not work or are rusty and mentioned a lot of work they have done to the property themselves.

21. When asked about fire/smoke detection, tenant stated the alarms had to be taken down as they wouldn't stop sounding one night along with another property on the farm, but they are available. A carbon monoxide detector is fitted in the Living Room where the wood burning stove is located.

**NB – Repairing Standards defects are enforced by the First Tier Tribunal (Housing & Property Chamber)**

## **THE HIGHLAND LICENSING COMMITTEE**

### **LANDLORD REGISTRATION HEARINGS**

Before the Highland Licensing Committee reaches a decision as to whether a landlord is a fit and proper person for the purposes of determining whether they should be entered in or removed from the register of private landlords maintained by the Council under section 82(1) of the Antisocial Behaviour etc (Scotland) Act 2004, the Committee will give the landlord the opportunity to be heard by the Committee members.

Any information, such as complaints or previous convictions, to be referred to by the Clerk, Police Scotland or other third parties at the hearing as being relevant to the question of whether the landlord is a fit and proper person shall have been copied to the landlord by the Clerk at least seven days before the date of the hearing.

Before the hearing commences, members of the Committee will be invited to resolve that the public be excluded from the meeting during the hearing and the Committee's determination.

It should be noted that, by virtue of Article 3 of the Rehabilitation of Offenders (Exclusions and Exemptions) (Scotland) Order 2013 and Paragraph 9 of Schedule 3 to that Order, the Committee may have regard to a landlord's spent convictions at the hearing in determining whether to refuse registration or to remove the landlord from the register.

If a landlord has spent convictions which are classed as "protected convictions" under Article 2A of the 2013 Order, the Committee may only have regard to them (and be given details of them) if first satisfied that justice cannot be done in the case without admitting those protected convictions into evidence. If Police Scotland or a third party seek to introduce any protected convictions, the onus will be on them to satisfy the Committee that justice cannot be done in the case without the Committee considering the protected convictions. The landlord will be given the opportunity to address the Committee on this before the Committee decides whether to admit the protected convictions into evidence. The hearing will then proceed.

At the start of the hearing, the Chairman will identify which parties are present and/or represented. If any party is not present or represented, and has not made a request for a postponement, and if the Committee is satisfied that a written invitation to the hearing was duly sent, the hearing will proceed in the absence of that party. Any written representations previously made by the absent party will, however, still be considered by the Committee.

Parties will usually be invited to speak in the following order, but the Chairman has discretion to depart from this order if he or she considers it necessary to do so in the interests of fairness.

1. The Chairman will introduce the item and identify who is present for the hearing and who intends to speak.
2. The Clerk will outline the information about the landlord held by the Council which has triggered the Clerk's decision to refer the matter to the Committee for a hearing to determine whether the landlord is a fit and proper person.
3. Where the information includes the landlord's previous convictions, spent or unspent, Police Scotland will be asked to confirm details of those convictions.
4. Where the information includes information provided by other third parties, they will be asked to confirm details of that information.
5. The Committee members will be given the opportunity to ask Police Scotland and/or any other third party who has spoken relevant questions.
6. The landlord or his/her representative will then be given the opportunity to ask Police Scotland and/or any other third party who has spoken relevant questions.
7. The landlord or his/her representative will then be given the opportunity to address the Committee members in relation to the information put forward by the Clerk, Police Scotland and/or any other third party and to put forward any further information relevant to his/her case that he/she is a fit and proper person to be entered in the register, or to remain entered in the register, as the case may be.
8. The Committee members will be given the opportunity to ask the landlord relevant questions.
9. Police Scotland and/or any other third party who has spoken will be given the opportunity to ask the landlord relevant questions, following which they will be invited to sum up.
10. The landlord will be given the opportunity to respond to any final matters raised by Police Scotland and/or any other third party in their summing up, following which the landlord will be invited to sum up.
11. The Chairman, if satisfied that all parties have said all they wish to say will invite the Committee members to commence their deliberation and then make their decision and outline their reasons. During the Committee's deliberation, parties will not generally be given further opportunity to speak unless a member raises further questions for clarification purposes or any new matter is raised by a member which has not previously been put to the landlord or other parties for comment. Should a new matter be raised, an adjournment of the hearing to allow parties time to consider the new matter before commenting may be allowed by the Chairman if considered required in the interest of fairness.