



# East Cambridgeshire District Council

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## **Adopted Standards for Houses in Multiple Occupation**

The following standards and guidance notes have been compiled to comply with the requirements contained in the Housing Act 1985 as amended by the Local Government and Housing Act 1989. These standards may be varied at the discretion of the Executive Director of Environmental Services and relate to the Categories of HMO detailed in Appendix 2.

### Definition

A House in Multiple Occupation is defined by the Housing Act 2004 and means:

- a house, hostel or flat occupied by more than one household where sharing of amenities and rent or other amounts are payable,
- or:
- a converted building where one or more of the units of living accommodation do not consist of a self contained flats.

A HMO may be considered a house converted into self-contained flats, which does not meet 1991 Building Regulations and less than two thirds of the flats are long leases (i.e. more than a third are tenanted).

A HMO must be in good repair, safe and meet East Cambridgeshire District Council's Minimum Standards.

What dwellings are not considered Houses in Multiple Occupation for the purposes of the Minimum Standards?

Exclusions include:

- People living together as one household
- Purpose built self-contained accommodation that complies with Building Regulations 1991
- Homes registered under the Registered Homes Act 1984
- Properties registered under the Children's Act 1989

The Executive Director of Environmental Services may amend this from time to time, as necessary.

## **1. Standards for Houses in Multiple Occupation in Categories A, B and G**

### Category A

Houses occupied as individual rooms where there is some exclusive occupation (usually bedroom/living room) and some sharing of amenities (bathroom and/or toilet and/or kitchen). Each occupant lives otherwise independently of all others.

### Category B

Houses occupied on a shared basis. These would normally be occupied by members of a defined social group e.g. students or a group of young single adults. The occupiers each enjoy exclusive use of a bedroom but would share other facilities. N.B. Houses of more than 6 people are not likely to fall in this Category.

### Category G

Houses with some degree of shared facilities, occupied by people whose occupation is connected to their employment or education and is made available through their employer or in connection with a recognised educational establishment.

## **1.1 Personal Washing Facilities**

- a.** Every water closet compartment shall be provided with a wash hand basin together with its own supply of hot and cold water.
- b.** Each separate occupancy shall be provided with a wash hand basin together with its own supply of hot and cold water.
- c.** Each occupancy is to be provided with its own bath or shower in a proper room. Where this is impracticable a readily accessible and suitably located bathroom or shower room not more than one floor distance from any user to be provided in the following ratios:-  
  
1 - 5 persons - 1 bathroom or shower room  
6 - 10 persons - 2 bathrooms or shower rooms  
11 - 15 persons - 3 bathrooms or shower rooms
- d.** Every bath, shower and wash hand basin shall be properly plumbed with adequate hot and cold water supplies and waste drainage. Immediately adjacent walls should be non-porous and easily cleanable.

## **1.2 Drainage and Sanitary Conveniences**

- a.** Each separate occupancy shall be provided with its own water closet compartment, but when not practicable, satisfactory and readily accessible water closet accommodation shall be provided in the following ratios:  
  
1 - 5 persons - 1 water closet  
6 - 10 persons - 2 water closets  
11 - 15 persons - 3 water closets
- b.** The nearest water closet shall not be more than one floor distant from a unit of accommodation. Each bath/shower or W.C. room should have easily cleansable surfaces.
- c.** All above and below ground drainage shall comply with current Building Regulations.

### 1.3 Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

If all meals are not provided then;

Each occupancy shall have its own kitchen facilities within their letting, as below, except suitably located shared kitchens may be provided where cooker and sink and associated facilities are shared by not more than five persons.

The kitchen shall be not more than one floor distance from any user unless a communal dining room is provided.

Separate kitchens whether shared or used exclusively in connection with a particular single tenancy must be of sufficient size for their purpose. The following sizes are a guide.

Kitchen used by	Area of floor
1 – 3 persons	5m <sup>2</sup>
4 persons	6m <sup>2</sup>
5 persons	7m <sup>2</sup>
9 persons	9m <sup>2</sup>

#### **a. Storage of Food**

Each separate occupancy shall be provided with a refrigerator for the storage of perishable food (minimum capacity 0.15m<sup>3</sup>) and dry goods storage space (minimum 0.15m<sup>3</sup>) which may be within the unit accommodation or within the kitchen where kitchens are shared.

In shared kitchens the scale of such provision must be a minimum of 0.08m<sup>3</sup> dry goods space and 0.075m<sup>3</sup> refrigerator space per occupant, either in the kitchen or in an adjacent readily accessible position.

#### **b. Preparation of Food**

A suitable fixed worktop shall be provided being of a minimum size of 500mm x 1000mm with a smooth, durable, impervious surface, capable of being easily cleaned. In the case of shared kitchens, worktops shall be provided in a ratio of one to every three persons sharing the kitchen. Immediately adjacent walls to be non-porous and easily cleanable.

#### **c. Kitchen Appliances**

Two power points shall be provided, positioned immediately adjacent to any worktop. In the case of shared kitchens power points shall be provided in the ratio of two power points for every three persons.

#### **d. Cooking of Food**

A suitable cooking appliance which includes an oven, grill and four cooking rings shall be provided in each occupancy. In the case of shared kitchens cooking appliances that include an oven, grill and four cooking rings shall be provided in a ratio of one set for every five persons. Where there are up to eight persons the second cooking appliance may be a combination microwave rather than a traditional cooker.

Where there is single person occupancy an oven grill and two cooking rings will be acceptable.

## 1.4 **Natural Lighting**

- a.** All habitable rooms shall be provided with an area of clear glazing equivalent in total area of not less than 1/10th of the floor area of the room. Please note that all glazing within the common escape route (in case of fire) must comply with fire protection standards.
- b.** Where practicable, all kitchens, bathrooms and W.C. compartments shall comply with 4(a) above, although in the case of bathrooms and W.C. compartments, glazing shall normally be obscure. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirement of part (b).

## **Artificial Lighting**

- c.** All habitable rooms, kitchens, bathrooms, W.C. compartments, staircases, landings and passages shall be adequately lit by electricity.

All artificial lighting on landings, stairs and passageways must be operated by sufficient switches. Any time switches must stay on for an adequate time to allow persons to travel the distance and have entered the next lighting area.

## 1.5 **Ventilation**

- a.** All habitable rooms shall be ventilated directly to the external air by a window with an opening area of at least 1/20th of the floor area of the room.

A door giving access directly to the external air will not be acceptable for the purpose of this requirement.

- b.** Where practicable, kitchens, bathrooms and W.C. compartments shall comply with 1.5(a) above. Where not practicable, mechanical ventilation shall be provided which is capable of providing 3 air changes per hour. The installation must be fitted with an over-run device for a minimum of 15 minutes and connected to the lighting circuit of the room.

## 1.6 **Space Heating**

The main living room of each occupancy shall be provided with a fixed heating appliance capable of heating the room to a temperature of 18°C when the outside temperature is 1°C. All appliances should be of a sufficient output so as to adequately heat the rooms they serve.

Bedrooms should be able to be maintained at 16 °C when the outside temperature is 18°C. This provision should be efficient, safely designed, sited and guarded as to minimise the risks to health and safety.

Gas appliances are to be installed and maintained annually by a member of CORGI. Electrical appliances are to be installed and maintained by a competent person e.g. a member of N.I.C.E.I.C.

## 1.7 Prevention of Overcrowding Space Standards

a. For the purpose of setting space standards:-

a child under 1 year is excluded (*this also applies to the provision of amenities and facilities*)

a child over 1 year and under 10 years is classed as ½ a person,

a child over 10 years or an adult is classed as 1 person.

b. The number of persons permitted to occupy each habitable room will be calculated according to the requirements of the Housing Act 1985 as follows:-

<u>Floor Area of Room</u>	<u>Max Number</u>
19.5 m <sup>2</sup>	4 persons
15 m <sup>2</sup>	3 persons
10.23 m <sup>2</sup>	2 persons
6.52 m <sup>2</sup>	1 person

- A single bedroom with a separate living room = 6.52 m<sup>2</sup> for 1 person
- A single bedroom with **no** separate living room = 10.23 m<sup>2</sup> for 1 person
- A double bedroom with a separate living room = 10.23 m<sup>2</sup> for 2 persons
- A double bedroom with **no** separate living room = 15 m<sup>2</sup> for 2 persons
- For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

c. Where a unit of accommodation includes kitchen facilities and a separate living room, then minimum room sizes need to be increased.

<u>Floor Area of Room</u>	<u>Max Number</u>
13.5m <sup>2</sup>	2 persons
10.23m <sup>2</sup>	1 person

For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

### Refuse Storage and Disposal

Refuse storage containers shall be provided sufficient for the needs of the house of the type acceptable to the Local Authority. On average one bin should be provided for every three single persons.

All containers are to be located on a hard standing with suitable access for cleaning the area and the removal of containers. Bulk storage bins may be acceptable in certain circumstances.

## 1.8 Means of Escape in the Case of Fire

There must be an adequate means of escape in case of fire and other fire precautions within the property. The type of precautions required is dependent on the type of Category and the number of stories. Detailed requirements can be found in the Fire Standards Document.

The following are general requirements that may be required:-

- A fire warning system. Heat detectors in the kitchen areas. Hard wired smoke alarms in each dwelling.
- Fire doors with 30 minutes fire resistance with self-closing devices, smoke seals and intumescent seals.
- Walls and ceiling with 30 minutes fire resistance.
- Basement ceilings to have 60 minute fire resistance.
- Electrical meters in the escape route to be in a cupboard.

All cupboards in the escape route to have 30 minutes fire resistance.

### Fire Safety of Furniture

All upholstered furniture in an HMO shall meet the current fire retardancy standard.

Upholstered furniture and furnishings includes chairs, three piece suites, beds, headboards, scatter cushions and pillows.

### Gas Safety

Gas appliances, boilers and flues must be safe at all times and inspected annually by a CORGI registered installer or competent person on Gas Safe Register.

A certificate confirming that an annual gas safety check has been carried out must be available for inspection by authorised officers of the Council and the Health and Safety Executive at their request.

A copy of the Certificate must be handed to any incoming tenant before the tenant occupies the premises.

There is a duty to retain a copy of the record of inspection for a period of two years.

### Electrical Wiring and Appliances

Electrical wiring to lighting, power circuits and electrical appliances must be safe at all times. These should be checked and certified as being safe by a qualified electrician who is a member of either the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation and Contracting (NICEIC).

## 1.9 MANAGEMENT

Every HMO must have a manager. The manager is the owner or the lessee of the premises who receives the rents paid by tenants. The person who collects the rents on his/her behalf may also be responsible as a manager. A notice giving the name and address of the manager should be on display in the premises.

The Housing (Management of Houses in Multiple Occupation) Regulations 1990 cover aspects relating to good management of the premises.

The Manager is required by the Regulations to ensure the repair, maintenance, cleansing or good order of:

- a. all means of water supply and drainage in the house (regulation 4);
- b. parts of the house and installations in common use (regulations 6 and 7);
- c. living accommodation (regulation 8);
- d. windows and other means of ventilation (regulation 9);
- e. means of escape from fire and apparatus systems, and other things provided by way of fire precautions (regulation 10);
- f. outbuildings, yard etc, in common use (regulation 11).

The manager is also required to:

- a. make satisfactory arrangements for the disposal of refuse and litter from the house (regulation 12);
- b. ensure the taking of reasonable precautions for the general safety of residents (regulation 13);
- c. display in the house a notice of the name, address and telephone number, if any, of the manager (regulation 14);
- d. provide specified information to the local housing authority about the occupancy of the house where the authority gives him written notice to that effect (regulation 15).

Regulation 16 imposes duties on persons who live in the house for the purpose of ensuring that the manager can effectively carry out the duties imposed on him by the Regulations.

## 2. **Standards Required for Houses in Multiple Occupation in Category C**

Houses let in lodgings i.e. catering for lodgers on a small scale but not living as part of the main household normally with a resident/occupier. This is the traditional "house let in lodgings" where meals are provided in a dining room and would be typified by a family or household who might take in a small number of students or other individuals away from their primary residence.

### 2.1 **Personal Washing Facilities**

- a** Each bedroom/study room not occupied by the owner and his/her family shall be provided with a wash hand basin.
- b** Shared facilities will be accepted where there are 2 or less occupiers in addition to the owner-occupier and his/her family except where the total number of occupants exceed 6, when separate facilities as in (a) above will be required.

- c** Each occupancy to be provided with its own bath or shower in a proper room, but where this is impracticable a readily accessible and suitably located bathroom or shower room not more than one floor distance from any user to be provided in the following ratios:-

1 - 5 persons - 1 bathroom or shower room  
6 - 10 persons - 2 bathrooms or shower rooms  
11 - 15 persons - 3 bathrooms or shower rooms

- d.** Every bath, shower and wash hand basin shall be properly plumbed with adequate hot and cold water supplies and waste drainage. Immediately adjacent walls to be non-porous and easily cleansable.

## **2.2 Drainage and Sanitary Conveniences**

- a.** Each separate occupancy shall be provided with its own water closet compartment, but when not practicable, satisfactory and readily accessible water closet accommodation shall be provided in the following ratios:

1 - 5 persons - 1 water closet  
6 - 10 persons - 2 water closets  
11 - 15 persons - 3 water closets

- b.** The nearest water closet shall not be more than one floor distance from a unit of accommodation. Each bath/shower or W.C. room should have easily cleansable surfaces.

- c.** All above and belowground drainage shall comply with current Building Regulations.

## **2.3 Natural Lighting**

- a.** All habitable rooms shall be provided with an area of clear glazing equivalent in total area of not less than 1/10th of the floor area of the room. Please note that all glazing within the common escape route (in case of fire) must comply with fire protection standards.

- b.** Where practicable, all kitchens, bathrooms and W.C. compartments shall comply with above, although in the case of bathrooms and W.C. compartments, glazing shall normally be obscure. Where this is not practicable, adequate artificial lighting shall be provided.

### **Artificial Lighting**

- c.** All habitable rooms, kitchens, bathrooms, W.C. compartments, staircases, landings and passages shall be adequately lit by electricity.

All artificial lighting on landings, stairs and passageways must be operated by sufficient switches. Any time switches must stay on for an adequate time to allow persons to travel the distance and have entered the next lighting area.

## **2.4 Ventilation**

- b.** All habitable rooms shall be ventilated directly to the external air by a window with an opening area of at least 1/20th of the floor area of the room.



A door giving access directly to the external air will not be acceptable for the purpose of this requirement.

- b.** Where practicable, kitchens, bathrooms and W.C. compartments shall comply with 5(a) above. Where not practicable, mechanical ventilation shall be provided which is capable of providing 3 air changes per hour. The installation must be fitted with an over-run device for a minimum of 15 minutes and connected to the lighting circuit of the room.

## **2.5 Space Heating**

The main living room of each occupancy shall be provided with a fixed heating appliance capable of heating the room to a temperature of 18°C when the outside temperature is 1°C. All appliances should be of a sufficient output so as to adequately heat the rooms they serve.

Bedrooms should be able to be maintained at 16 degrees centigrade when the outside temperature is 18°C. This provision should be efficient, safely designed, sited and guarded as to minimise the risks to health and safety.

Gas appliances are to be installed and maintained annually by a member of CORGI. Electrical appliances are to be installed and maintained by a competent person, e.g. a member of N.I.C.E.I.C.

## **2.6 Prevention of Overcrowding Space Standards**

- a.** For the purpose of setting space standards:-

a child under 1 year is excluded (*this also applies to the provision of amenities and facilities*)

a child over 1 year and under 10 years is classed as ½ a person,

a child over 10 years or an adult is classed as 1 person.

- b.** The number of persons permitted to occupy each habitable room will be calculated according to the requirements of the Housing Act 1985 as follows:-

<u>Floor Area of Room</u>	<u>Max Number</u>
19.5m <sup>2</sup>	4 persons
15m <sup>2</sup>	3 persons
10.23m <sup>2</sup>	2 persons
6.52m <sup>2</sup>	1 person

- A single bedroom with a separate living room = 6.52m<sup>2</sup> for 1 person
- A single bedroom with **no** separate living room = 10.23m<sup>2</sup> for 1 person
- A double bedroom with a separate living room = 10.23 m<sup>2</sup> for 2 persons
- A double bedroom with **no** separate living room = 15 m<sup>2</sup> for 2 persons
- For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

- c. Where a unit of accommodation includes kitchen facilities and a separate living room, then minimum room sizes need to be increased.

<u>Floor Area of Room</u>	<u>Max Number</u>
13.5m <sup>2</sup>	2 persons
10.23m <sup>2</sup>	1 person

For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

## **2.7 Refuse Storage and Disposal**

Refuse storage containers shall be provided sufficient for the needs of the house of the type acceptable to the Local Authority. On average one bin should be provided for every three single persons.

All containers are to be located on a hard standing with suitable access for cleaning the area and the removal of containers. Bulk storage bins may be acceptable in certain circumstances.

## **2.8 Means of Escape in the Case of Fire**

There must be an adequate means of escape in case of fire and other fire precautions within the property. The type of precautions required are dependent on the type of Category and the number of stories. Detailed requirements can be found in the Fire Standards Document.

The following are general requirements that may be required:-

- A fire warning system. Heat indicators in the kitchen areas. Hard wired smoke alarms in each dwelling.
- Fire doors with 30 minutes fire resistance with self-closing devices, smoke seals and intumescent seals.
- Walls and ceiling with 30 minutes fire resistance.
- Basement ceilings to have 60 minute fire resistance.
- Electrical metres in the escape route to be in a cupboard.

All cupboards in the escape route to have 30 minutes fire resistance.

### Fire Safety of Furniture

All upholstered furniture in an HMO shall meet the current fire retardancy standard.

Upholstered furniture and furnishings includes chairs, three piece suites, beds, headboards, scatter cushions and pillows.

### Gas Safety

Gas appliances, boilers and flues must be safe at all times and inspected annually by a CORGI registered installer.

A certificate confirming that an annual gas safety check has been carried out must be available for inspection by authorised officers of the Council and the Health and Safety Executive at their request.

A copy of the Certificate must be handed to any incoming tenant before the tenant occupies the premises.

There is a duty to retain a copy of the record of inspection for a period of two years.

### Electrical Wiring and Appliances

Electrical wiring to both lighting, power circuits and electrical appliances must be safe at all times. These should be checked and certified as being safe by a qualified electrician who is a member of either the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation and Contracting (NICEIC).

## **2.9 MANAGEMENT**

Every HMO must have a manager. The manager is the owner or the lessee of the premises who receives the rents paid by tenants. The person who collects the rents on his/her behalf may also be responsible as a manager. A notice giving the name and address of the manager should be on display in the premises.

The Housing (Management of Houses in Multiple Occupation) Regulations 1990 cover aspects relating to good management of the premises.

The Manager is required by the Regulations to ensure the repair, maintenance, cleansing or good order of:

- g. all means of water supply and drainage in the house (regulation 4);
- h. parts of the house and installations in common use (regulations 6 and 7);
- i. living accommodation (regulation 8);
- j. windows and other means of ventilation (regulation 9);
- k. means of escape from fire and apparatus systems, and other things provided by way of fire precautions (regulation 10);
- l. outbuildings, yard etc, in common use (regulation 11).

The manager is also required to:

- e. make satisfactory arrangements for the disposal of refuse and litter from the house (regulation 12);
- f. ensure the taking of reasonable precautions for the general safety of residents (regulation 13);
- g. display in the house a notice of the name, address and telephone number, if any, of the manager (regulation 14);
- h. provide specified information to the local housing authority about the occupancy of the house where the authority gives him written notice to that effect (regulation 15).

Regulation 16 imposes duties on persons who live in the house for the purpose of ensuring that the manger can effectively carry out the duties imposed on him by the Regulations.

### **3. Standards Required for Houses in Multiple Occupation in Category D** (Hostels, guest houses, bed and breakfast)

Houses generally referred to as “hostels”, “guesthouses” and “bed-and-breakfast hotels” or the like. These will provide accommodation for people with no other permanent place of residence as distinct from hotels which provide accommodation for temporary visitors to an area. This category would include establishments used by Local Authorities to house homeless families pending permanent placement and similar establishments which provide accommodation for people who would otherwise be homeless. It would also include bona fide hotels used for such purposes, even on a casual basis and hotels housing. Foods must be prepared and served to tenants. The property will otherwise be classed as Category A or B.

#### **3.1 Personal Washing Facilities**

- a.** Every water closet compartment shall be provided with a wash hand basin together with its own supply of hot and cold water.
- b.** Each separate occupancy shall be provided with a wash hand basin together with its own supply of hot and cold water.
- c.** Each occupancy to be provided with its own bath or shower in a proper room, but where this is impracticable a readily accessible and suitably located bathroom or shower room not more than one floor distance from any user to be provided in the following ratios:-
  - 1 - 5 persons - 1 bathroom or shower room
  - 6 - 10 persons - 2 bathrooms or shower rooms
  - 11 - 15 persons - 3 bathrooms or shower rooms
- d.** Every bath, shower and wash hand basin shall be properly plumbed with adequate hot and cold water supplies and waste drainage. Immediately adjacent walls to be non-porous and easily cleansable.

#### **3.2 Drainage and Sanitary Conveniences**

- a.** Each separate occupancy shall be provided with its own water closet compartment, but when not practicable, satisfactory and readily accessible water closet accommodation shall be provided in the following ratios:
  - 1 - 5 persons - 1 water closet
  - 6 - 10 persons - 2 water closets
  - 11 - 15 persons - 3 water closets
- b.** The nearest water closet shall not be more than one floor distance from a unit of accommodation. Each bath/shower or W.C. room should have easily cleansable surfaces.
- c.** All above and belowground drainage shall comply with current Building Regulations.

#### **4. Standards Required for Houses in Multiple Occupation in Category E (Registered Homes)**

Registered (care) homes have increased considerably in number since the advent of Community Care policies. Many thousands of such premises now exist in both the public and increasingly the private sector. They are diverse in size and nature and cater for a wide range of clients, their common characteristic being their need for personal care.

These premises are subject to inspection by Registration Authorities (i.e. Social Services Authorities) and to regulation according to the Registered Care Homes Regulations 1984. These specify standards which not only cover the physical environmental pertinent to the care of the client (including standards for amenities) but requirements too for management systems including provisions for record keeping, complaints procedures etc.

#### **5. Standards Required for Houses in Multiple Occupation in Category F**

Most houses or other buildings which by erection or conversion comprise of dwellings which are self-contained and which have access via a single "front door" from any common area. Such dwellings would normally contain all the standard amenities for the exclusive use of the occupants of that dwelling.

This category of HMO would under normal circumstances be created having regard to the provisions of the Building Regulations and therefore the following standards would be of use at design stage.

Each unit of accommodation should have exclusive amenities

The following space standards are recommended.

1 person, three roomed flat:

Bedroom	7m <sup>2</sup>
Living Room	11.5 m <sup>2</sup>
Kitchen	5.5 m <sup>2</sup>

Total habitable area 24m<sup>2</sup>

1 person flatlet with separate kitchen:

Bed/Living room	14m <sup>2</sup>
Kitchen	5m <sup>2</sup>

Total habitable area 21.5m<sup>2</sup>

2 person one bedroom flat:

Bedroom	10.5m <sup>2</sup>
Living room	13m <sup>2</sup>
Kitchen	5.5m <sup>2</sup>

Total habitable area 31.5m<sup>2</sup>

- C Each occupancy shall be provided with its own bath or shower in a proper room, but where this is not practicable a readily accessible and suitably located bathroom or shower room not more than one floor distant from any user to be provided in the following ratios:-

1 - 5 persons	-	1 bathroom or shower room
6 - 10 persons	-	2 bathrooms or shower rooms

An owner-occupier and his/her family will be reckonable for this purpose.

- D Every bath, shower and wash hand basin shall be properly plumbed with hot and cold water supplies and waste drainage.

### 5.1 **Drainage and Sanitary Conveniences**

- a Each separate occupancy shall be provided with its own water closet compartment, but when not practicable satisfactory and readily accessible water closet accommodation shall be provided in the following ratios:-

1 - 5 persons	-	1 water closet
6 - 10 persons	-	2 water closets
11 - 15 persons	-	3 water closets

- b Such water closets shall be not more than 1 floor distant from the letting.

### 5.2 **Natural Lighting**

- a All habitable rooms shall be provided with an area of clear glazing equivalent in total area of not less than 1/10th of the floor area of the room.
- b Where practicable, all kitchens, bathrooms and W.C. compartments shall comply with 3(a) above, although in the case of bathrooms and W.C. compartments, glazing shall normally be obscure.

### **Artificial Lighting**

- c All habitable rooms, kitchens, bathrooms, W.C. compartments, staircases, landings and passages shall be adequately lit by electricity.

### 5.3 **Ventilation**

- a All habitable rooms shall be ventilated directly to the external air by a window with an opening area of at least 1/20th of the floor area of the room.
- b Where practicable, kitchens, bathrooms and W.C. compartments shall comply with 9(a) above. Where not practicable, mechanical ventilation shall be provided which is capable of providing 3 air changes per hour. The installation must be fitted with an over-run device and connected to the lighting circuit of the room.

#### 5.4 **Space Heating**

The main living room of each occupancy shall be provided with a fixed heating appliance capable of heating the room to a temperature of 18°C when the outside temperature is 1°C. This provision should be efficient, safely designed, sited and guarded as to minimise the risks to health and safety.

Gas appliances are to be installed maintained annually by a member of CORGI. Electrical appliances are to be installed and maintained by a competent person eg A member of N.I.C.E.I.C.

#### 5.5 **Permitted Occupation**

In order to prevent overcrowding and over occupation the following shall apply:-

##### Bedrooms

1 person	6.52m <sup>2</sup>
2 persons	10.23m <sup>2</sup>
3 persons	16.5m <sup>2</sup>
4 persons	21.0m <sup>2</sup>

## **Standards for Houses in Multiple Occupation in Category F**

This category of HMO would under normal circumstances be created in the first instance having regard to the provisions of the Building Regulations and therefore the following standards would be of use at design stage.

Each unit of accommodation should have exclusive amenities.

The following space standards are recommended.

1 person, three roomed flat:

Bedroom	7m <sup>2</sup>
Living Room	11.5m <sup>2</sup>
Kitchen	5.5m <sup>2</sup>

Total habitable area 24m<sup>2</sup>

1 person flatlet with separate kitchen:

Bed/Living room	14m <sup>2</sup>
Kitchen	5.5m <sup>2</sup>

Total habitable area 21.5m<sup>2</sup>

2 person one bedroom flat:

Bedroom	10.5m <sup>2</sup>
Living room	13m <sup>2</sup>
Kitchen	5.5m <sup>2</sup>

Total habitable area 31.5m<sup>2</sup>

### **1. Personal Washing Facilities**

- a.** Every water closet compartment shall be provided with a wash hand basin together with its own supply of hot and cold water.
- b.** Each separate occupancy shall be provided with a wash hand basin together with its own supply of hot and cold water.
- c.** Each occupancy to be provided with its own bath or shower in a proper room, but where this is impracticable a readily accessible and suitably located bathroom or shower room not more than one floor distance from any user to be provided in the following ratios:-  
  

1 - 5 persons	-	1 bathroom or shower room
6 - 10 persons	-	2 bathrooms or shower rooms
11 - 15 persons	-	3 bathrooms or shower rooms
- d.** Every bath, shower and wash hand basin shall be properly plumbed with adequate hot and cold water supplies and waste drainage. Immediately adjacent walls to be non-porous and easily cleansable.



## 2. Drainage and Sanitary Conveniences

a. Each separate occupancy shall be provided with its own water closet compartment, but when not practicable, satisfactory and readily accessible water closet accommodation shall be provided in the following ratios:

- 1 - 5 persons - 1 water closet
- 6 - 10 persons - 2 water closets
- 11 - 15 persons - 3 water closets

b. The nearest water closet shall not be more than one floor distant from a unit of accommodation. Each bath/shower or W.C. room should have easily cleansable surfaces.

c. All above and below ground drainage shall comply with current Building Regulations.

## 3. Facilities for Storage, Preparation and Cooking of Food and for the Disposal of Waste Water

If all meals are not provided then;

Each occupancy shall have its own kitchen facilities within their letting, as below, except suitably located shared kitchens may be provided where cooker and sink and associated facilities are shared by not more than five persons.

The kitchen shall be not more than one floor distance from any user unless a communal dining room is provided.

Separate kitchens whether shared or used exclusively in connection with a particular single tenancy must be of sufficient size for their purpose. The following sizes are a guide.

Kitchen used by

1 – 3 persons	5m <sup>2</sup>
4 persons	6m <sup>2</sup>
5 persons	7m <sup>2</sup>
9 persons	9m <sup>2</sup>

### a. **Storage of Food**

Each separate occupancy shall be provided with a refrigerator for the storage of perishable food (minimum capacity 0.15m<sup>3</sup>) and dry goods storage space (minimum 0.15m<sup>3</sup>) which may be within the unit accommodation or within the kitchen where kitchens are shared.

In shared kitchens the scale of such provision must be a minimum of 0.08m<sup>3</sup> dry goods space and 0.075m<sup>3</sup> refrigerator space per occupant, either in the kitchen or in an adjacent readily accessible position.

**b. *Preparation of Food***

A suitable fixed worktop shall be provided being of a minimum size of 500mm x 1000mm with a smooth, durable, imperious surface capable of being easily cleansed. In the case of shared kitchens, worktops shall be provided in a ratio of one to every three persons sharing the kitchen. Immediately adjacent walls to be non-porous and easily cleanable.

**c. *Kitchen Appliances***

Two power points shall be provided, positioned immediately adjacent to any worktop. In the case of shared kitchens power points shall be provided in the ratio of two power points for every three persons.

**d. *Cooking of Food***

A suitable cooking appliance which includes an oven, grill and four cooking rings shall be provided in each occupancy. In the case of shared kitchens cooking appliances that include an oven, grill and four cooking rings shall be provided in a ratio of one set for every five persons. Where there are up to eight persons the second cooking appliance may be a combination microwave rather than a traditional cooker.

Where there is single person occupancy an oven grill and two cooking rings will be acceptable.

**4. Natural Lighting**

**a.** All habitable rooms shall be provided with an area of clear glazing equivalent in total area of not less than 1/10th of the floor area of the room. Please note that all glazing within the common escape route (in case of fire) must comply with fire protection standards.

**b.** Where practicable, all kitchens, bathrooms and W.C. compartments shall comply with 4(a) above, although in the case of bathrooms and W.C. compartments, glazing shall normally be obscure. Where this is not practicable, adequate artificial lighting shall be provided in accordance with the requirement of part (b).

***Artificial Lighting***

**c.** All habitable rooms, kitchens, bathrooms, W.C. compartments, staircases, landings and passages shall be adequately lit by electricity.

All artificial lighting on landings, stairs and passageways must be operated by sufficient switches. Any time switches must stay on for an adequate time to allow persons to travel the distance and have entered the next lighting area.

**5. Ventilation**

**c.** All habitable rooms shall be ventilated directly to the external air by a window with an opening area of at least 1/20th of the floor area of the room.

A door giving access directly to the external air will not be acceptable for the purpose of this requirement.

**b.** Where practicable, kitchens, bathrooms and W.C. compartments shall comply

with 5(a) above. Where not practicable, mechanical ventilation shall be provided which is capable of providing 3 air changes per hour. The installation must be fitted with an over-run device for a minimum of 15 minutes and connected to the lighting circuit of the room.

## 6. Space Heating

The main living room of each occupancy shall be provided with a fixed heating appliance capable of heating the room to a temperature of 18°C when the outside temperature is 1°C. All appliances should be of a sufficient output so as to adequately heat the rooms they serve.

Bedrooms should be able to be maintained at 16 degrees centigrade when the outside temperature is 18°C. This provision should be efficient, safely designed, sited and guarded as to minimise the risks to health and safety.

Gas appliances are to be installed maintained annually by a member of CORGI. Electrical appliances are to be installed and maintained by a competent person eg. A member of N.I.C.E.I.C.

## 7. Prevention of Overcrowding Space Standards

a. For the purpose of setting space standards:-

a child under 1 year is excluded (*this also applies to the provision of amenities and facilities*)

a child over 1 year and under 10 years is classed as ½ a person,

a child over 10 years or a adult is classed as 1 person.

b. The number of persons permitted to occupy each habitable room will be calculated according to the requirements of the Housing Act 1985 as follows:-

<u>Floor Area of Room</u>	<u>Max Number</u>
19.5m <sup>2</sup>	4 persons
15m <sup>2</sup>	3 persons
10.23m <sup>2</sup>	2 persons
6.52m <sup>2</sup>	1 person

- A single bedroom with a separate living room = 6.52m<sup>2</sup> for 1 person
- A single bedroom with **no** separate living room = 10.23m<sup>2</sup> for 1 person
- A double bedroom with a separate living room = 10.23 m<sup>2</sup> for 2 persons
- A double bedroom with **no** separate living room = 15 m<sup>2</sup> for 2 persons
- For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

c. Where a unit of accommodation includes kitchen facilities and a separate living room, then minimum room sizes need to be increased.

<u>Floor Area of Room</u>	<u>Max Number</u>
13.5m <sup>2</sup>	2 persons
10.23m <sup>2</sup>	1 person

For each additional person there should be an additional 4.5m<sup>2</sup> floor area.

### Refuse Storage and Disposal

Refuse storage containers shall be provided sufficient for the needs of the house of the type acceptable to the Local Authority. On average the bin should be provided for every three single persons and one for every occupancy of more than one person.

All containers are to be located on hard standing with suitable access for cleaning the area and the removal of containers. Bulk storage bins may be acceptable in certain circumstances.

### Means of Escape in the Case of Fire

There must be an adequate means of escape in case of fire and other fire precautions within the property. The type of precautions required are dependent on the type of Category and the number of stories. Detailed requirements can be found in Annex II.

The following are general requirements that may be required:-

- A fire warning system. Heat detectors in the kitchen areas. Hard wired smoke alarms in each dwelling.
- Fire doors with 30 minutes fire resistance with self-closing devices, smoke seals and intumescent seals.
- Walls and ceiling with 30 minutes fire resistance.
- Basement ceilings to have 60 minute fire resistance.
- Electrical metres in the escape route to be in a cupboard.

All cupboards in the escape route to have 30 minutes fire resistance.

### Fire Safety of Furniture

All upholstered furniture in an HMO shall meet the current fire retardancy standard.

Upholstered furniture and furnishings includes chairs, three piece suites, beds, headboards, scatter cushions and pillows.

### Gas Safety

Gas appliances, boilers and flues must be safe at all times and inspected annually by a CORGI registered installer or competent person on Gas Safe Register.

A certificate confirming that an annual gas safety check has been carried out must be available for inspection by authorised officers of the Council and the Health and Safety Executive at their request.

A copy of the Certificate must be handed to any incoming tenant before the tenant occupies the premises.

There is a duty to retain a copy of the record of inspection for a period of two years.

### Electrical Wiring and Appliances

Electrical wiring to both lighting, power circuits and electrical appliances must be safe at all times. These should be checked and certified as being safe by a qualified electrician who is a member of either the Electrical Contractors Association (ECA) or the National Inspection Council for Electrical Installation and Contracting (NICEIC).

### Enforcement

The Environmental Services team will use discretion to vary these standards in exceptional circumstances.

## CATEGORIES OF HMO

- Category A Houses occupied as individual rooms where there is some exclusive occupation (usually bedroom/living room) and some sharing of amenities (bathroom and/or toilet and/or kitchen). Each occupant lives otherwise independently of all others.
- Category B Houses occupied on a shared basis. These would normally be occupied by members of a defined social group e.g. students or a group of young single adults. The occupiers each enjoy exclusive use of a bedroom but would share facilities.
- Category C Houses let in lodgings, i.e. catering for lodgers on a small scale but not living as part of the main household normally with a resident owner/occupier. This is the traditional “house let in lodgings” where meals are provided in a dining room and would be typified by a family or household who might take in a small number of students or other individuals away from their primary place of residence.
- Category D Houses generally referred to as “hostels”, “guesthouses” and “bed-and-breakfast hotels” or the like. These will provide accommodation for people with no other permanent place of residence as distinct from hotels which provide accommodation for temporary visitors to an area. This category would include establishments used by local authorities to house homeless families pending permanent placement and similar establishments which provide accommodation for people who would otherwise be homeless. It would also include bona fide hotels used for such purposes, even on a casual basis and hotels housing a mixture of homeless households and visitors.
- Category E Houses which require registration under the Registered Homes Act 1984 as amended, providing board and personal care for persons in need by reason of old age, disability, past or present drug or alcohol dependence or past or present mental order.
- Category F Most houses or other buildings which by erection or conversion comprise dwellings which are self-contained, all such dwellings comprising accommodation to which access is had via a single “front door” from any common area. Such dwellings would normally contain all the standard amenities but where any might not and be in an “improved” state – there would nevertheless be no sharing amenities with the occupiers of neighbouring dwellings.
- Category G Houses with some degree of shared facilities, occupied by people whose occupation is ancillary to their employment or education and is made available through their employer or in connection with a recognised educational establishment.